



The Parish Council is recruiting. We are looking for a conscientious team member who is committed to making Hackleton Parish the very best it can be.

This fully flexible part time position would suit a resident who enjoys working outdoors and on their own initiative.

For full details please see below. If you require any further information or would like to apply, please contact our Clerk Alison Benson on 07464 429630 or clerk@hackletonparishcouncil.gov.uk

Details of the job

Post title:	Parish Team – Environment Officer
Salary / grade:	TBC
Hours:	10 per week – fully flexible
Location:	Hackleton Parish
Reports to:	Parish Clerk

Purpose of the Post

To improve the environment of Hackleton Parish, and to maintain the upkeep of open spaces and other assets.

To proactively seek to make Hackleton Parish the best that it can be.

Principal responsibilities

1. To complete weekly checks to ensure that Council owned play equipment, outdoor gym equipment and defibrillators including play surfaces and shelters are well maintained, clean and safety compliant.
2. To complete weekly checks of Piddington Cemetery to ensure the Cemetery Regulations are complied with.
3. To litter pick the main thoroughfares of our villages within the village confines.
4. To be responsible for the Recreation Ground litter bins.
5. To be aware of Health and Safety and to work in accordance with Council risk assessments, guidelines and lone working policy. To be high vized at all times.

6. To undergo training as and when required by the Council.
7. To liaise closely with the Parish Clerk and to provide them with a report detailing a monthly list of work completed and hours worked.
8. To act as a public face of the Council passing all enquiries, comments and complaints from members of the public to the Parish Clerk.
9. To report other street care issues to the Parish Clerk.
These will include (this list is indicative but not exhaustive)
 - Shrubbery overhanging public footpaths
 - Shrubbery overhanging public rights of way
 - Faulty street lamps
 - Potholes in roads
 - Blocked drains
 - Abandoned vehicles
10. To work in a confidential environment and to exercise discretion at all times.
11. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description and commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.