

Keswick Town Council

Job Description – September 2023

INTERNAL CANDIDATES ONLY

<b>Job Title</b>	Assistant Greenkeeper	<b>Salary</b>	£23,620.00 (pay award pending)
<b>Department</b>	Keswick Parks	<b>Hours</b>	37 per week - Time off in lieu for hours worked over and above
<b>Reporting to</b>	Parks Manager	<b>Working Pattern</b>	Normal work pattern is 5 days per week. Hours to be worked flexibly to meet the needs of the parks to include weekend working through out the summer months

**The Council**

**Overview**

Keswick Town Council is sole trustee of Fitz and Hope Parks with a remit to provide and maintain the public parks and recreation grounds for the use of the inhabitants and visitors of the town of Keswick as ‘pleasure grounds and places of recreation’.

**Hope Park – A Brief History**

Hope Park, strategically located between town centre and lake, was donated to the town in 1925 by Sir Percy Hope. The land was previously an area for the grazing of horses which were used to transport charabancs from Keswick Railway Station to the various hotels in the town.

The Park was opened as a golf course on the 27th May 1927 by Mr J H Taylor, who was the British Golf Champion at that time.

After the death of Sir Percy Hope OBE in 1974 the Hope Park Charitable Trust took over the running of the park in his memory.

**Fitz Park – A Brief History**

The Fitz Park Trust was established in April 1882 by a group of eminent local people, one of whom is remembered (H I Jenkinson) on the main gateway in Station Road.

Over 28 acres of riverside and land was bought for £7,049, then a considerable sum. A competition for the design and landscaping of the area was organised, with Upper Park to be a formal garden and games area, and the much larger Lower Park to be largely left as an open recreational area.

The basic layout of Fitz Park has not changed significantly to this day, the only addition being the triangle of land across the River Greta, gifted to the Trust in 1923 and named after its donor, J B Wivell.

**Job Purpose**

To work under the instruction of the Parks Manager and Senior Gardener in the day to day running of the parks.  
Training will be provided both in house and through training providers.

**Main Duties & Responsibilities**

- To support the Parks Manager and other parks staff in the implementation of long-term development of the town's parks and open spaces. This will include the upkeep of the nine hole pitch and putt course at Hope Park and will also include carrying out improvements to hard and soft landscaping, hedge cutting, bedding displays and tree care.
- To maintain a continuous high standard maintenance work ethic for play & recreation areas, open spaces, and floral displays including buildings, paths, boundaries and furniture.
- To report any faults with machinery or damage within the parks.
- To maintain existing and future facilities at Hope Park, Fitz Park, Townsfield, War Memorial and Town Council offices and open spaces
- To take part in the weekend cover for litter removal and all daily inspections required.
- To perform other duties and tasks as may be required which are equivalent to the level of responsibility and skill set of the role. This is a new post for Keswick Parks, and as such other duties and tasks may not be known at this stage.
- Ability to work alone or as part of a team, be punctual and willing to work in inclement weather.

**Other Special Notes or Conditions**

- The post holder will be expected to work within policies and procedures as set out in Council policies or as determined by the line manager; however, there will be occasions when the post holder will be expected to use their initiative and discretion in providing a high standard of service to service users and members of the public.
- This job description only contains the main duties relating to the post.
- In accordance with the current Health & Safety at Work Act, to take reasonable care for the health and safety of yourself and of others.
- Training will be provided for the post at cost to the employer, however should the post holder leave or have their contract terminated by the employer within 12 months of the start date all course fees will be recharged to the post holder, at the council's discretion.
- This post is subject to a six month probation period.

**Keswick Town Council**

**Person Specification –September 2023**

<b>Job Title</b>	Assistant Green Keeper	<b>Salary</b>	£23,620.00 (pay award pending)
<b>Department</b>	Keswick Parks	<b>Hours</b>	37 per week - Time off in lieu for hours worked over and above
<b>Reporting to</b>	Parks Manager	<b>Working Pattern</b>	Normal work pattern is 5 days per week. Hours to be worked flexibly to meet the needs of the parks to include weekend working through out the summer months

<b>Assessment Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• A minimum of 3 GCSEs, 2 of which must be Mathematics and English Language</li> <li>• Level 2 qualification in Green keeping or Horticulture.</li> <li>• Interest in Horticulture/Landscaping/Fine Turf.</li> </ul>	<ul style="list-style-type: none"> <li>• PA1, PA2 pesticides.</li> <li>• A recognised First Aid qualification.</li> </ul>
Work related experience and associated vocational training	<ul style="list-style-type: none"> <li>• Be physically fit, polite, punctual, trustworthy and professional.</li> <li>• At least 2 years' experience in the above sector.</li> </ul>	
Specialist Knowledge	<ul style="list-style-type: none"> <li>• Sports turf maintenance</li> <li>• Knowledge of the pesticides and fertilisers required for turf maintenance of sports areas</li> <li>• Ability to carry out landscaping projects as part of a team.</li> <li>• Enthusiastic attitude</li> <li>• To deliver excellent customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in machinery/servicing including tractor related skills.</li> <li>• An understanding of local government</li> </ul>

Job Related Skills	<ul style="list-style-type: none"> <li>• Full driving licence</li> <li>• Commitment to Customer Care</li> <li>• Good numerical, written &amp; communication skills</li> <li>• Ability to take instruction, to work on own initiative and priorities to meet deadlines</li> <li>• Team worker</li> <li>• Self-motivated</li> <li>• Receptive to new ideas and change</li> </ul>	<ul style="list-style-type: none"> <li>• To be familiar with cultural techniques covering flowers, shrubs and trees</li> </ul>
Other Factors	<ul style="list-style-type: none"> <li>• Ability to work flexibly as part of a team</li> <li>• Ability to maintain confidentiality</li> <li>• Prepared to work outside normal working hours when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared to undertake any necessary training</li> </ul>