

Keswick Town Council

Job Description – June 2026

Job Title	Parks Manager	Salary	SCP25 (£36,363 FTE– pay award pending) – rising to SCP28 (£39,152 FTE) annually.
Department	Keswick Parks	Hours	30-37 per week, subject to seasonal variation
Reporting to	Town Clerk	Working Pattern	5 days per week. Hours to be worked flexibly to meet the needs of the parks to include occasional weekend and evening working

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

Assisted by the five existing Parks staff, as well as support from the office staff of Keswick Town Council, you will be responsible for ensuring that Keswick Parks and open spaces are developed, presented and maintained to the highest professional standards, providing expertise and advice to the Town Council in its role as Trustee, and ensuring that Trust resources are employed to best effect.

Main Duties & Responsibilities

- To devise and implement long term development schemes for the town's parks and open spaces to include hard and soft landscaping, plant production, bedding displays and tree care, together with costings for the budget estimates. These facilities include Hope Park, Fitz Park, Townsfield, the War Memorial and Town Council offices and other open spaces.
- To create a seasonal Parks works schedule, to be reviewed at least on an annual basis or as and when required. To operate a continuous high standard maintenance programme for recreation areas, open spaces, and floral displays including buildings, paths, boundaries and furniture within pre- set budget limits.
- To be responsible for all vehicles, machinery and equipment and maintain in good working order in conjunction with a repair and replacement scheme.
- To implement, review, and supervise Keswick Parks Health and Safety Policy, acting as 'competent person' for health and safety requirements.
- To assist in Parks recruitment and be responsible for induction, training and management of all parks staff, setting objectives and managing work and performance, and to carry out regular performance appraisals.
- To support the Trusts in the commercial development of the Parks.
- To encourage and support work with volunteers where appropriate.
- To organise Parks User Group meetings on a six-monthly basis.
- To liaise with parks leaseholders and ensure that any requests are passed on appropriately.
- To provide regular reports, advice and attendance at all Trust meetings
- To liaise with the Town Council's Support officer on memorial benches and trees, to ensure that any which have been purchased are placed and mapped correctly.
- To be responsible for Parks Project Management including grant/funding applications and project/completion reports required by funders, working with the Town Clerk on funding applications.
- To liaise with all event organisers hiring the parks, to conduct pre event site meetings and to be the out of hours single point of contact for the Trust on the day of the event.
- Where appropriate, procure contractors in co-ordination with the Council's Responsible Financial Officer in accordance with the Council's financial regulations.
- Ensure compliance with the Trust's declared Climate Change Emergency, ensuring that working practices are sustainable.
- To perform other duties and tasks as may be required.

Other Special Notes or Conditions

- The postholder 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
- The post holder will be expected to contribute to service development especially where they will be responsible for its delivery
- The post holder will be required to supervise and manage all Parks staff
- 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
- Attendance at bimonthly evening Charitable Trust meetings and weekend meeting/events as required

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Person Specification – June 2026

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Assessment Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A minimum of 5 GCSEs at grade C or equivalent, 2 of which must be Mathematics and English Language • Recognised higher-level qualification in horticulture (such as FdSc Horticulture or NVQ Level 3 or higher) plus sound parks management experience, or substantial equivalent experience which demonstrates applied detailed horticultural knowledge and sound parks management 	<ul style="list-style-type: none"> • A recognised First Aid qualification • A recognised Health & Safety qualification • A recognised Project Management qualification • A recognised Management qualification
Work related experience and associated vocational training	<ul style="list-style-type: none"> • Successful track record in managing parks staff including gardeners and grounds maintenance staff • Previous financial management experience including budget management • At least 5 years gardening experience 	<ul style="list-style-type: none"> • Prior experience of managing and working with volunteers • Prior experience of delivering and sustaining horticultural excellence through nationally recognised accreditations such as Green Flag, Green Heritage, Royal Horticultural Society or equivalent

Specialist Knowledge	<ul style="list-style-type: none"> • Ability to use Microsoft Office i.e. Word, Excel, Outlook and Internet Explorer • Knowledge of how to deliver excellent customer service • Ability to demonstrate good plant husbandry skills • To be familiar with cultural techniques covering flowers, shrubs and trees • To have a thorough knowledge of the pesticides and fertilisers required for turf maintenance of sports areas • To have a wide horticultural/turf culture knowledge 	<ul style="list-style-type: none"> • An understanding of local government • A background in local government
Job Related Skills	<ul style="list-style-type: none"> • Excellent time management and organisational skills with the ability to prioritise workload to meet challenging demands • Full and clean driving licence • Ability to effectively delegate tasks and monitor performance • Ability to manage the gardens, grounds and resources flexibly to meet the needs of the commercial operator(s) • The ability to think and act quickly when confronted by emergencies • Ability to communicate effectively orally and in writing with all levels of the organisation, service users, members of the public and external agencies 	<ul style="list-style-type: none"> • Practical ability to deal with walling, paving, fencing, painting and basic building, knowledge of drainage techniques

	<ul style="list-style-type: none"> • To have a good hands-on attitude • Commitment to Customer Care • Understanding the service user perspective • Good numerical, written & communication skills • Ability to manage conflicting priorities and meet deadlines • Ability to take instruction and to work on own initiative • Team worker • Self-motivated • Receptive to new ideas and change 	
Other Factors	<ul style="list-style-type: none"> • Ability to work flexibly as part of a team • Ability to maintain confidentiality • Prepared to work outside normal working hours when required • Prepared to undertake any necessary training 	