

PERSON SPECIFICATION
Allotments Officer
(with additional responsibilities)

Bishopstoke Parish Council is seeking to appoint an Allotments Officer. You will need to have Grade 4 GCSEs in Maths and English (or suitable alternative qualifications), be familiar with Microsoft Office and be prepared to learn how to use unfamiliar software. You should also be prepared to undertake any professional training or qualifications as required by the Council.

Awareness of current legislation around allotments, event management, health and safety and risk assessments would be an advantage, as would experience with administrative work.

Part of the role will involve being outdoors, in any weather, on potentially rough or muddy ground, and applicants should bear this in mind when applying. There will also be a requirement to liaise with residents on a regular basis, and contractors where necessary.

You will need to be able to function in a team, but also to work on your own when required, included being proactive in deciding priorities for your work. Currently there is no Parish Office and so you will be required to work from home. However, once the Parish has obtained one there will be a requirement to be in the office at least one morning per week, as well as attending other meetings as required, some of which will be in the evening. You will be expected to attend the allotments to perform both regular and ad hoc inspections of plots and also to meet prospective new tenants.

Attention to detail is important as you will be dealing with individual contracts for allotment tenants as well as liaising with contractors when work is required.

The role is initially for 20 hours per week with the potential to rise to 30 hours per week if additional allotments and events require it and it is envisaged that these hours would be spread over 4 or 5 days each week. Any time worked in the evening or at weekends will receive time off in lieu, although there may be occasions when overtime is offered instead.