

JOB DESCRIPTION
Allotments Officer
(with additional responsibilities)

Allotment Responsibilities

The person appointed will be responsible for the running and day-to-day management of the Council's allotment sites. Currently there are two – Underwood Road and Jockey Lane, but we are anticipating accepting one more at Sewall Drive in the near future and potentially a fourth at Bow Lake Gardens at some point in the future.

Responsibilities include managing the waiting list for allotment plots, liaising with the elected site representatives on a regular basis, completing all plot inspections as necessary and following up with tenants on any issues that are found. When concerns are raised either through the site representatives or directly by allotment tenants it will be the role of the allotments officer to investigate and determine what course of action the Council should take. Site representatives are elected each year and the Allotments Officer will be responsible for running that process.

Additionally, the appointed person will be responsible for keeping all records regarding the allotments up to date. This includes both paper and electronic records. They will also regularly review the various rules and policies that apply to the allotments to ensure that they remain fit for purpose. They will monitor changes to both best practice and legislation to ensure the Council is compliant with both. Noticeboards at each allotment site will need to be kept updated with the current rules and any other necessary notices.

Events Responsibilities

The person appointed will be responsible for the administration of the Carnival and either administering or providing advice and support for other events run by the Council. They will also act as the Council's liaison for any event supported but not run by the Council.

Carnival responsibilities include preparing, alongside the Lead Member of the Carnival Working Group, an agenda and papers for Carnival meetings; attending said meetings; maintaining all necessary records for Carnival events and supporting members of the Carnival group as they manage their responsibilities.

General Responsibilities

The person appointed will be accountable to the Clerk for the effective management of their time and resources and will report to him as and when required. Additionally, there will be a variety of administrative and clerical tasks as directed by the Clerk. Other work may include assisting the Clerk or other Officers as necessary; performing various office tasks, and other tasks as required by the Council or the Clerk.

Applicants should note that the role includes outdoor work throughout the year, often in muddy or rough ground, and in any weather. All necessary equipment and training will be provided.

Attendance at some Council meetings will be required. These will often take place in the evening. It will sometimes be necessary to attend the allotments at weekends and it is anticipated that the person appointed will attend Carnival and other events run by the Council where possible. In circumstances where attendance at meetings, allotments or events falls outside the agreed working days / times of the role, time off in lieu will be given. Alternatively, overtime may be agreed which will be paid at the hourly rate for the role.

Specific Allotment Responsibilities

1. To manage the running of all Council allotment sites, including annual site representative elections.
2. To maintain the waiting list for the allotments and allocate vacant plots in a timely manner. To keep other records up to date and to recommend updates to allotment rules and procedures as legislation and best practice require.
3. To conduct inspections of allotment plots as detailed in the allotment rules and Council policies & procedures, and to follow up with tenants and site representatives as necessary as a result.
4. To receive concerns or complaints related to the allotments and either deal with them personally, including obtaining quotes from and supervising any necessary contractors, or pass them on to the relevant Officer / Council.
5. To arrange and attend quarterly meetings for the site representatives, the Clerk and the Chair of the Assets Committee (or other appointed Cllr), to discuss current issues and potential future changes before they are presented to the Assets Committee for approval.
6. To work with the Clerk (and others) to ensure that new allotment sites are set up properly before being opened, with all necessary rules, procedures and agreements in place.
7. To oversee the maintenance of the Community Orchard at Bow Lake Gardens in the event it is transferred to the Parish Council.

Specific Events Responsibilities

8. To provide administrative support for Carnival and other events as required.
9. To clerk all meetings related to events run by the Council.
10. To be responsible for health and safety at Council run events.

General Responsibilities

11. To attend training courses or seminars relevant to the role, as required by the Council, or identified by the post holder or Clerk.
12. Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
13. To undertake any other reasonable task as directed by the Clerk or Council.