

**OGMORE VALLEY COMMUNITY COUNCIL**

**CYNGOR CYMUNED OGMORE VALLEY**

**Warden**

**Salary £10 per hour – average 15 hours per week for 1 year fixed-term**

**10 hours per week in Winter (October to March)**

**20 hours per week in Summer (April to September).**

We are not just looking for someone to support the clerk and Council in improving the natural and built environment of the Ogmore Valley but also be a person who will be able to help our community grow and develop.

Travelling expenses reimbursed at 45p per mile. The Warden should have access to their own transportation.

Childcare support can be provided for up to £500 per annum.

An initial probation period of 6 months.

Application to include a CV with a covering letter submitted by email to: Scott Allin  
Clerk of the Council

E: [Scottallin495@gmail.com](mailto:Scottallin495@gmail.com)

T: 07872 376092

Closing date: 21 July 2021

**Overall Responsibilities**

The Warden will be responsible for maintaining and enhancing the environment in the area covered by the Ogmore Valley Community Council. The Warden should have a high-profile presence in the Ogmore Valley with regular foot patrols as well as the promotion of sites such as the Ogmore Washeries, Aberfields and Blackmill Youth and Community Centre together with other community facilities. The Warden should co-ordinate their work with the various environmental groups both locally and nationally, landowners and public authorities who operate or would like to operate throughout the Ogmore Valley.

**Ogmore Valley Warden's Job Description – specific duties are likely to include the following although it is important that the person appointed develops the role in line with the needs of the community.**

1. General ground maintenance including maintaining flowerbeds, grass-cutting and lopping trees. Co-ordinate ground maintenance with Bridgend County Borough Council and local landowners.
2. Litter picking and co-ordinate rubbish collection/ emptying bins with Bridgend County Borough Council and environmental volunteer groups.

3. Development of volunteer groups.
4. Minor maintenance at Blackmill Youth and Community Centre.
5. Keep any equipment clean and safely stored and undertake minor maintenance.
6. Assist visitors accordingly and maintain a visible presence through regular foot patrols.
7. Report any issues/concerns raised by the Community to the Clerk.
8. Ensure paths are kept clean, weed free with no obstructions.
9. Ensure drains, ditches and culverts are clear and report any issues to Clerk and Bridgend County Borough Council.
10. Attend any training felt necessary for role such as LANTRA or equivalent.
11. Complete and deliver weekly timesheets to Clerk.
12. Attend any meetings arranged by Clerk.
13. Adhere to all health and safety directives including reporting any matters of concern.
14. Ensure that the Warden's activities are regularly reported through social media channels.
15. Any other duties commensurate with nature of post, at discretion of Council.

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge, Skills and Attributes</b>		
Ability to use initiative and be resourceful	<b>x</b>	
Ability to be flexible and respond to changing need	<b>x</b>	
Desire to undertake training and learn new skills.	<b>x</b>	
Knowledge of Ogmore Valley		<b>x</b>
Ability to represent the Community Council positively	<b>x</b>	
Self motivated and able to work on own initiative	<b>x</b>	
Works safely and methodically	<b>x</b>	
Ability to lift items safely	<b>x</b>	
Good communication and interpersonal skills (Interacting with members of the community and council as well as contractors).	<b>x</b>	
Able to demonstrate flexibility and work some weekends or evenings as required.	<b>x</b>	

Able to travel to, within and beyond Ogmores Valley	<b>x</b>	
Ability to speak and write Welsh.		<b>x</b>
<b>Experience</b>		
Working with communities.		<b>x</b>
General maintenance and litter picking	<b>x</b>	
Awareness of risk assessments and health and safety issues with regards to plants, material and personnel		<b>x</b>
<b>Education</b>		
GCSE level A-C or equivalent	<b>x</b>	

References and a DBS check will be requested following interview.