

**Appointment of
Local Environment
& Allotments
Officer**

**Application
Pack**



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VACANCY:	Local Environment and Allotments Officer
POST GRADE:	NJC Scale 17-22 (£30,060 - £32,654) Permanent
HOURS:	37 Hours per week – Monday – Sunday (with the majority of hours usually worked Monday to Friday)

Hebden Royd Town Council are seeking to recruit a Local Environment & Allotment Officer, to be part of a dedicated small team making a positive impact in the community.

The Role

The Local Environment & Allotments Officer will play a vital role in the development and ongoing delivery of a range of greenspace projects and local environmental enhancements within our local communities. Underpinning all of this will be a strong focus on climate and supporting the Town Council to ensure the reduction of its carbon footprint.

What you will be doing?

Based primarily in the council offices at Hebden Bridge Town Hall, but frequently working outdoors at our allotment and woodmeadow sites you will be:

- Leading on the delivery of a wide variety of projects, initiatives and enhancements related to the local environment and climate emergency ensuring their effective delivery.
- Managing the organisation of a range of environment focused events, from planning to execution, ensuring everything runs smoothly.
- Overseeing local environmental projects, and ensuring effective coordination between contractors and staff.
- Providing effective management of the Town Councils two allotment sites and High Hirst Woodmeadow.

What We are Looking For?

The post holder will be enthusiastic, and solutions focused, with practical ability as well as excellent administration skills and a keen eye for detail.

Why Join Us?

This is an opportunity to be part of a close-knit team working to improve our town every day. You will have a role that keeps you engaged, with plenty of variety and the chance to see the impact of your work firsthand. Plus, we offer a competitive salary and benefits, professional development opportunities, and a work environment that values work-life balance.

Hebden Royd Town Council

Thank you for the interest you have shown in the role of Local Environment & Allotments Officer and Project Officer. This is an exciting and significant role within the Town Council. The role is based at the Town Hall in Hebden Bridge, a charming town with a rich and cherished heritage.

Hebden Royd Town Council was created following the 1974 reorganisation of local government. The council comprises 18 councillors, elected from six wards.

Hebden Royd Town Council serves the communities of Cragg Vale, Hebden Bridge, and Mytholmroyd, and is located in the beautiful Upper Calder Valley. It works closely with colleagues in Calderdale Council to ensure that the community is at the heart of everything that it does.

The Town Council provides a range of services to the local community. It is involved with the delivery of a number of key events annually and supports many more events and projects through its significant Community Funding budget. It operates allotments, manages a wood meadow, provides hanging baskets, and works with its partners to enhance public spaces and parks. One of the key assets of Hebden Royd Town Council is the century old Picture House, a much-loved institution in Hebden Royd and work is ongoing to ensure that this heritage gem can continue to thrive. The council also plays a vital role engaging with and supporting numerous community actions.



Ready to Apply?

If you are ready for a role that offers variety, responsibility, and the chance to contribute to the community, we would love to hear from you!

1. Please read all of the application pack prior to completing your application and make clear why you are interested in the position, and what relevant skills and experience you have.
2. The application form should be completed in full; shortlisting will be based on the information provided. CV's will not be accepted.
3. The closing date for applications is midnight on Sunday 6 April.
4. Please forward your application, in confidence, by email to our administrator: rebekah.cox@hebdenroydtowncouncil.gov.uk.

If you would like to discuss the position informally, please email emma.green@hebdenroydtowncouncil.gov.uk indicating the times you would be available to receive a phone call.

5. Applicants who have been shortlisted for interview will be advised by Wednesday 9 April.
6. Interviews will be held Thursday 10 April at Hebden Bridge Town Hall.

JOB DESCRIPTION

Local Environment & Allotments Officer

The information on this job description is intended to provide both post holder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

POST TITLE: Local Environment & Allotments Officer

POST GRADE: NJC Scale 17 - 22 (£30,060 - £32,654)

POST HOURS: 37 hours per week

Whilst it is expected that the majority of the hours will be worked Monday to Friday, these hours also include regular weekend working for, events and for support of our greenspaces and allotments.

POST REQUIREMENTS: This post is subject to an DBS Enhanced check.

1. JOB SUMMARY

The Local Environment & Allotments Officer will play a vital role in the development and ongoing delivery of a range of greenspace projects and local environmental enhancements. This will include the management and oversight of allotments, the continuing development of the High Hirst Woodmeadow, and a range of environmental and biodiversity improvements to enhance our local communities. Underpinning all of this will be a strong focus on climate and supporting the Town Council to ensure the reduction of its carbon footprint.

The post holder will be enthusiastic, and solutions focused, with practical ability as well as excellent administration skills and a keen eye for detail. Working as part of a small team, a can-do approach to a wide variety of tasks will be a prerequisite for this engaging role.

The post is based at the Council Offices at the Town Hall, but will require frequent work at outdoor sites, including allotments and the woodmeadow.

2. KEY RESPONSIBILITIES

1. Lead on the delivery of a wide variety of projects, initiatives and enhancements related to the local environment and climate emergency ensuring their effective

delivery. Enthuse stakeholders in the benefits and value, as well as the fun of climate emergency work and develop an action plan for the Town Council.

2. To engage with the wider community, in particular young people and hard to reach groups, to create opportunities to lowering their own carbon emissions and making as many positive environmental choices in other aspects of their lives.
3. To support and aid development of "Friends" groups by recruiting volunteers to support local environment and climate work and the development of its initiatives in Hebden Royd such as the High Hirst Woodmeadow.
4. To coordinate the development of sites such as High Hirst Woodmeadow and to explore the opportunities to ensure the ecological habitats are conserved and enhanced in line with a Management Plan.
5. To promote visiting and volunteering on the Council's sites and to organise events and learning opportunities that support the aims of the Local Environment and Climate Committee and to be the point of contact for volunteers.
6. To present relevant up to date information on carbon reduction strategies and initiatives and to seek information on behalf of the Committee as requested.
7. To manage all elements of the Town Councils Allotment sites, dealing with new and existing tenants, assessing applications, making allocations of allotments, monitoring allotments, liaising with tenants, as appropriate and resolving issues that arise.
8. Develop and maintain a work plan to restore abandoned allotment plots, overgrown plots and poorly maintained plots. Maintain the allotment area, working with contractors to deliver the work plan.
9. Identify site repairs, undertake minor works and for larger projects/works prepare work orders according to the Council's Financial Regulations, and ensure works are carried out satisfactorily.
10. Keep up to date with allotment legislation and work to update tenancy and other agreements, in line with changing legislation as and when required.
11. To research and apply for potential funding bids and opportunities that HRTC might want to pursue to achieve the committee's objectives and to lead on such bids.

12. Act as representative of the Council as required, including attending meetings with key stakeholders, positively promoting the council within the local community and being one of the Council's public-facing contacts.
13. To monitor and manage the progress of projects through consultation, design, and implementation stages. Evaluating the outcomes to ensure objectives have been achieved.
14. To attend meetings of Council and other Committees when required and to prepare reports and associated documents for the Local Environment and Climate Committee meetings, working with the Deputy Town Clerk and the Town Clerk.
15. To undertake administrative tasks including the provision of information, reports and assessments, and to include minute taking as required.
16. Attend training courses and seminars that support the role, and that contribute to personal and professional development.
17. To undertake, implement and monitor risk assessment procedures, as required, and to record the assessment putting in place actions to mitigate risk, when undertaking a range of activities, including large scale events.
18. To undertake duties outside normal office hours as required up to the grade and level of responsibility of the post.
19. To undertake such other duties as reasonably falling within the scope of the grade as may be required.
20. General
The postholder will be expected to carry out any other relevant duties which may be assigned from time to time by the Council and is required to comply with all policies and procedures relating to:
 - Equality and Diversity
 - Health and Safety
 - Code of Conduct
 - Data Protection

**Local Environment and Allotments Officer
Qualifications & Experience**

To be assessed through the application, interview and references

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<p>Experience of effective project management.</p> <p>Experience in the field of environmental management and/or climate change, and/or sustainability.</p> <p>Proven track record of developing and maintaining partnership working with individuals, volunteers, organisations and external bodies.</p> <p>Experience of organising activities/ events related to the environment.</p> <p>Experience of effective working with or within community groups, young people and hard to reach groups.</p> <p>A good understanding of standard Microsoft applications and ability to create and use Excel spreadsheets, PowerPoint presentations</p>	<p>Research and analysis skills demonstrating evidence of the ability to identify and diagnose problems/issues and develop innovative solutions.</p>
Skills and abilities	<p>Ability to communicate with and establish effective professional relationships with a wide range of people</p> <p>Ability to motivate and inspire community members, colleagues and other stakeholders</p> <p>Ability to carry out small scale</p>	<p>Ability to coordinate training for staff, volunteers and members of the community</p>

	<p>maintenance and repair tasks at the councils allotment and woodmeadow</p> <p>Excellent verbal and written communication skills.</p> <p>High levels of literacy and numeracy with an ability to manage resources</p>	
Qualifications & knowledge	<p>GCSE or equivalent in maths and English.</p>	<p>Other relevant vocational and/or job-related training.</p> <p>Ability to demonstrate knowledge of climate change including:</p> <ul style="list-style-type: none"> • Current legislation, guidance and policies • Strategies that represent best practice <p>Driving Licence</p>
Personal Qualities	<p>Flexibility to grow with the role and undertake training.</p> <p>Ability to maintain good relationships with councillors, colleagues, contractors and the public.</p> <p>Enthusiastic, with a positive 'can do' attitude, willing to take the initiative.</p> <p>Team player</p> <p>Excellent time management and organisational skills</p> <p>Willing to work outdoors with periods of lone working and to work evenings and weekends as the role requires.</p>	

Terms and Conditions of Employment

For all purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services (NJC/Green Book) as amended by the contract of employment.

1. **Salary** The post is offered at a salary within the range NJC Spinal Column Points (SCP) 17-22 (£30,060- £32,654). Annual increment following 12 months' service, within the scale following a satisfactory appraisal
2. **Working Week** - The normal working week will be 37 hours over five days, Monday to Sunday. It is expected that you will work flexibly and commit sufficient hours, subject to working time regulations, to meet the needs of the Council including attending meetings and events in the evening and at weekends as required.
3. **Place of Work** - The Council is located in the Town Hall, Hebden Bridge and this will be your primary place of work, but you may be required to work from other locations as the position requires.
4. **Other Employment** - The post holder will be fully engaged in the employment of the Council and agrees not to undertake any other paid employment without the consent of the Town Clerk. The Council reserves the right to require that any other employment does not conflict with the role or standards required to be undertaken or met in the position of Local Environment and Allotments Officer.
5. **Annual Leave** - The post holder is entitled to the equivalent of 22 working days annual leave (raising to 28 days annual leave after five years' service), plus bank holidays and two extra statutory days in each leave year.
6. **Period of Notice** - The post is subject to a 6-month probationary period and the permanent appointment must be confirmed by the Council. The post holder must give at least three months written notice to terminate the Employment. The post holder will be entitled to statutory notice during the probationary period and three months written notice after successful completion of the probationary period.
7. **Pension** - The postholder is entitled to join the contributory West Yorkshire Local Government Pension Scheme.
8. **Employee Development** - The Environment & Allotments Officer is entitled to:
 - A monthly meeting with the Town Clerk during the first 6 months to explore their direction of work and personal development.

- After 3 months a discussion with the Town Clerk and a duly appointed representative(s) of the Council to agree and refine the specific responsibilities of the post and to agree performance measures, indicators and milestones.
 - At the end of the first 6 months an agreed Personal Development Plan setting out the tasks and on-going professional development required to achieve key result areas and to develop personal goals over the next period of 12 months.
 - Monthly one-to ones and an annual appraisal would be in place thereafter.
9. Health and Safety Regulations, Other Legislation & Policies - You will be expected to familiarise yourself with all relevant regulations, legislation and policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required. Detailed policies and procedures are outlined in the Employee Handbook with which you are expected to comply.