Parish Warden – Self-Employed

8–12 hours per month | Annual Service Agreement

Ilmington Parish Council is looking for a practical, reliable and self-motivated person to help look after the parish's recreation ground, pavilion and other parish-owned assets.

This is a varied, hands-on role, involving routine checks, general maintenance and keeping parish facilities and outdoor areas safe, clean and presentable. The work will vary throughout the year, and there is flexibility over when the hours are carried out.

What the role involves

1. Carrying out routine fire safety checks and maintaining records, reporting any issues or concerns.
2. Carrying out routine Legionella monitoring in accordance with the Parish Council's procedures and reporting any concerns.
3. Carrying out minor maintenance tasks, including clearing guttering where appropriate and within the scope of the role.
4. General grounds maintenance, including watering newly planted trees during dry periods, weeding and keeping areas tidy.
5. Carrying out weekly playground inspections, recording findings and reporting any defects or safety concerns.
6. Occasional litter picking in parish-owned areas.
7. Meeting and liaising with contractors, providing access to parish buildings and sites and helping to co-ordinate works when required.
8. Periodically inspecting parish-owned assets, such as benches and bins across the parish, identifying maintenance requirements and reporting defects or concerns.
9. Responding appropriately to queries or concerns from residents and members of the public, referring matters to the Parish Clerk where necessary.
10. Carrying out other practical tasks appropriate to the role, as requested by the Clerk from time to time.

About you

We are looking for someone who is:

- Practical, reliable and able to work independently.
- Able to follow written instructions and keep accurate records.
- Flexible and willing to tackle a variety of practical tasks.
- Able to organise and prioritise their own work.
- Comfortable working outdoors throughout the year.
- Confident dealing with contractors, residents and members of the public.
- Physically able to carry out the duties of the role.

Previous experience of working with parish councils or in a practical maintenance role would be useful, but is not essential.

Hours and arrangement

The role is expected to require approximately **8–12 hours per month**, depending on the season and work required. The hours are flexible and can be arranged to suit the work being undertaken.

The initial arrangement will be for **12 months**, after which the Council will review how the role is working, whether it is meeting the Council's needs and whether it should continue.

Training: The Parish Council will provide an appropriate induction and training on its procedures. The successful applicant will be responsible for maintaining any other skills, training or qualifications necessary to carry out the services they provide.

Self-employed basis: The successful applicant will be responsible for managing their own tax and National Insurance arrangements and for providing their own equipment where agreed with the Parish Council.

Insurance: The successful applicant will be responsible for arranging and maintaining appropriate insurance cover for the services provided, including public liability insurance, and will be required to provide evidence of cover on request.

Rate: £[TBC] per hour / agreed fee.

To find out more about the role or to express an interest, please contact the Parish Clerk at clerk@ilmington-pc.gov.uk.