



## FORD PARK COMMUNITY GROUP

### **Job Description and Person Specification For the Post of Part-Time Ford Park Maintenance Officer**

<b>SALARY:</b>	<b>NJC Scale 25, £22,658 pro-rata 22.5 hours per week</b>
<b>CONTRACT:</b>	<b>12-month contract (renewable subject to funding)</b>
<b>RESPONSIBLE TO:</b>	<b>Chief Executive Officer</b>
<b>RESPONSIBLE FOR:</b>	<b>Park maintenance</b>

#### **Background to the position**

Ford Park consists of 8 acres of parkland and gardens, including an Orchard, Community Orchard, Native Species Arboretum, Trails, Playground and walled Kitchen Garden/nursery with garden room, which provides office space and a base for volunteers.

As one of the few large open green spaces within the town, Ford Park is a much loved and much used parkland, recreational area in the heart of Ulverston and venue for many of the town's key outdoor events. It is a highly valued community resource, important to the people of Ulverston. It is also an important part of Ulverston's heritage, accessible to the community and visitors alike.

When Ford Park Community Group took over management of Ford Park in 1998, the site was derelict. Buildings were boarded up and deteriorating. Members and volunteers worked hard to repair and redecorate the buildings for occupation and gradually brought the gardens and grounds back into use, to provide the excellent community facility that exists today.

Ford Park Community Group purchased Ford Park from the county council in December 2005. It is the responsibility of the group to protect, conserve and develop the parkland and gardens for the benefit of the community.

The main aims of the community group are to:

- Manage the grounds as a public park for the enjoyment of the whole community.
- Support the disadvantaged and disabled through activities, training and volunteering opportunities.
- Organise a programme of inclusive educational, cultural and social events and to operate and manage community facilities, food growing and environmental projects.

Ford Park employs a part time gardener who works 3 days per week and manages and maintains the kitchen garden, the community nursery and various other aspects of the broader park planting.

The Volunteering Programme at Ford Park is co-ordinated by a part-time Volunteer Officer and plays a crucial role in fulfilling the aims of Ford Park Community Group, providing volunteers with support, training and the opportunity to build confidence and self-esteem. At the same time, the volunteers play a key role in helping to maintain and keep the park safe and attractive.

### **Purpose of the role**

The Ford Park Maintenance Officer will work closely with the Chief Executive, Gardener and the Volunteer Officer. The Ford Park Maintenance Officer role is crucial in managing and maintaining the park, in line with Ford Park's principles and values, to a high standard and to ensure the safety of visitors, customers, volunteers and staff.

Ultimately, we are looking for a practical and hands-on person who will lead in the planning, preparation and maintenance of the park grounds and other community accessible areas, ensuring they are properly maintained, safe and attractive.

Please note, the Park Maintenance Officer will be expected to spend up to 25% of their time working alongside, supervising and supporting volunteers, some of whom have additional needs.

The successful candidate is key to helping keep Ford Park safe, attractive and accessible for the community. They should be able to take a strategic view of the park and will be able to help identify, develop and implement visible improvements in the management of the grounds for the community.

### **Other information**

This is a part-time position of 22.5 hours per week, however there is the potential capacity to increase this with additional funding. Continuation is subject to performance and funding. The post may involve evening and weekend work to help set up and deliver community events and activities and attend meetings. There are 28 days holiday per calendar year pro-rata awarded with this post, including public holidays. This position is subject to a three-month probationary period. A DBS check will be undertaken for the successful applicant.

### **Job Description**

- Together with the Chief Executive and in collaboration with the Gardener and Volunteer Officer, lead in the planning, preparation and maintenance of the park grounds and other community accessible areas, ensuring they are properly maintained, safe and attractive. This will include:
  - i. Natural landscape: Scheduling grass cutting by contractors, strimming and maintenance of wildflower areas, hedge maintenance, maintaining and managing orchards, willow plantations and willow structures, support the Gardener in managing the arboretum,
  - ii. Small infrastructure: management and maintenance of pathways and

trails, maintenance of signage, benches, gates and other small infrastructure.

- Advise on tree and woodland maintenance and arrange for tree safety surveys and tree surgery to be carried out.
- Oversee the development and management of weekly, monthly and annual maintenance programs.
- Liaise and negotiate with third parties, contractors or other organisations to undertake repair and maintenance where external skills are required.
- Together with the Chief Executive, oversee physical works and small-scale capital projects on the park undertaken by external contractors.
- Oversee the development, revision and implementation of park related operational policies and procedures including risk assessments, safe methods of working, weekly hazard spotting and record keeping associated with the park grounds and garden.
- Work with the Volunteer Officer to plan volunteer jobs and work parties.
- Oversee and supervise Ford Park volunteers where appropriate.
- In line with FPCG finance procedures, take responsibility for the development and management of specific budgets.
- Oversee the maintenance of essential tools and equipment, inspecting them regularly and arranging for their service.
- Supervise small maintenance jobs in and on the buildings at Ford Park.
- Undertake any role directed by the Chief Executive that is commensurate with the role.

### **Person Specification**

<b>Skills</b>	<b>Essential/Desirable</b>
Estate/park or grounds management/maintenance skills/or Landscape gardening/amenity horticulture skills	Essential
Ability to undertake diverse small scale repair/maintenance jobs on park infrastructure and buildings	Essential
Ability to oversee small scale capital works and projects	Essential
Ability to train and educate others in practical skills	Desirable
Planning and time management skills	Essential
Excellent communication skills	Essential
Strong team player with the ability to engage positively with all sectors of the team and community	Essential
Enthusiasm and flexible positive attitude	Essential
Ability to work under own initiative	Essential
Proficient use of IT/Microsoft Office and email	Essential
Able to initiate, implement and maintain systems and procedures	Essential

<b>Knowledge &amp; Qualifications</b>	<b>Essential/Desirable</b>
Relevant qualification in Estate/Park or grounds management and maintenance or amenity horticulture/landscape gardening	Essential
Have a strong understanding/experience of volunteering and how it can be of value to communities and individuals	Essential
Practical understanding of health and safety and risk in a park /outdoor environment	Essential
Understanding of issues relating to safe working practices	Essential

Knowledge of budget management	Desirable
--------------------------------	-----------

<b>Experience</b>	<b>Essential/Desirable</b>
Experience working in a park ranger, park manager/maintenance, estate or countryside manager/maintenance, landscape gardener/amenity gardener role or similar	Essential
Experience of supporting, enabling, or mentoring others	Essential
Experience of working with volunteers	Desirable
Experience of working with vulnerable adults	Desirable
Experience of working with schools and young people.	Desirable

**APPLICATIONS:**

Closing date for applications is 5pm 26<sup>th</sup> January 2022 and interviews will be held during the week commencing 31<sup>st</sup> January 2022.

If you have any queries regarding the application please telephone Jill Salmon, CEO, on 01229 580666.

To apply please email or send your CV and a covering letter (describing how your experience meets the requirements listed above) to:

[jill.salmon@ford-park.org.uk](mailto:jill.salmon@ford-park.org.uk)

Jill Salmon, Ford Park Community Group, The Coach House, Ford Park, Ulverston, Cumbria. LA12 7JP

All applications will be acknowledged.