



**Parish Manager:** Cathy Tibbles (PSLCC),  
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October 2021

Thank you for your interest in our **Parish Warden Vacancy.**

This is a new post and an opportunity for creating a flexible role that may develop naturally as the parish council builds on the past 10 years since it was first created. The Parish Council works together with the community ..... to give us all a better future.

I hope this information provides you with all that you need to know so that you can understand the role that is envisaged.

**Your Application Process** – please include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to this role

A CV is not required.

I very much look forward to receiving your application before the closing deadline.

Yours sincerely,

*Cathy Tibbles*

Cathy Tibbles, PSLCC  
**Parish Manager**



## **Whitwick**

Whitwick is a large village and civil parish in Leicestershire with a population in excess of 8,500 people. Whitwick is within North West Leicestershire District Council, which includes over 30 parish councils.

## **The Council**

Whitwick Parish Council was created in 2011 and has 11 councillors representing 4 wards – Broom Leys, Hermitage, Holly Hayes and Thornborough.

Whitwick Parish Council currently operates under the General Power of Competence, having met the criteria required by law to do so.

There are currently 4 staff working for Whitwick Parish Council, led by the Parish Manager who is based in the Community Office in Market Place, Whitwick. The Community Office is currently open on Wednesdays (1 pm – 4 pm) and Thursdays/Fridays from 10 am to 1 pm.

Council meetings are held monthly, normally on the 3<sup>rd</sup> Thursday of the month. One standing committee also meets monthly, on the 1<sup>st</sup> Thursday of the month. There are other committees and working parties that meet as required for specific purposes.

## **Responsibilities**

The Parish Council owns 4 buildings in Whitwick and also owns/maintains over 20 public open spaces, 2 allotment sites and 5 playgrounds. This includes Whitwick Park which is a King George V playing field, with playground, skatepark, tennis courts, bowls green and toilets.



## **WHITWICK PARISH COUNCIL**

### **JOB DESCRIPTION: PARISH WARDEN**

### **3 HOURS PER WEEK**

### **SALARY NJC SCALE 5 (£10.04 per hour – pay award pending)**

The Parish Warden will report to the Parish Manager.

#### **Overall Responsibility-**

- To carry out visits to open spaces throughout the Parish, as directed by the Parish Manager.

#### **Duties Include -**

- Inspect parish open spaces and report any evidence of vandalism or public mis-use.
- Working with the Parish Manager, develop and maintain inspection records to support monitoring of contractors work.
- Report to the appropriate body any damage or problems that you find, including reports by residents on highways, footpaths, fencing/gates, drainage, low hanging branches, fouling or other issues.
- Deal with, and make safe where possible, any emergencies or act of vandalism as appropriate. Call and liaise with Emergency Services if required.
- Liaise and support councillors and volunteers who help with community improvement, eg Litter Champions, Tree Warden, community litter picks, defibrillator checks, lamppost poppies.
- Support the parish project on speed awareness, eg. help move the mobile Vehicle Activated Signs.
- Checking and cleaning parish owned noticeboards and benches within Whitwick.
- Reporting damaged or dirty road signs to the appropriate authority (or cleaning if safe to do so).
- Working with the Parish Manager, be vigilant for breaches of parish byelaws and assist with enforcement protocols.
- Maintain and monitor outdoor stock and equipment, liaising with deliveries on occasions.
- Any other training and/or duties as appropriate by agreement.
  - **Helping to make Whitwick Village a better place to live, work and visit.**

The above duties are general and must be carried out according to season and rotation, but are not intended to be the only jobs allocated to the Parish Warden. These are subject to change depending on the time of year.



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Whitwick, LE67 5DT**

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## **APPLICATION FOR PARISH WARDEN, WHITWICK PARISH**

**Closing date: 12 noon on 17<sup>th</sup> November 2021**

Whitwick Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form. **Please complete the form in black ink or type.** Return your form by post or email to the address above **on or before the closing date.**

### **PERSONAL DETAILS**

Title and Surname	
First name	
Address	
Postcode	
Preferred telephone number	
Email address	

### **PREVENTION OF ILLEGAL WORKING**

The Parish Council is obliged to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents to satisfy the Council that you comply with this requirement.

Do you require permission or a work permit to take up employment in the UK?

Are there any restrictions on you living in the UK?

**EDUCATION**

Please give details of your education and qualifications, including any currently being taken.

Dates (from/to)	School, College, University, etc	Qualifications (include grades)

Please note that you will be asked to provide evidence of your qualifications

**RELEVANT TRAINING COURSES**

Please give details of any relevant training you have completed and membership of any professional body

Dates	Body/ Organisation	Details

**CURRENT OR MOST RECENT EMPLOYMENT**

Please give details of your current or most recent employment

Employer (include address)	From / to	Job Title	Salary

Please provide a brief description of the main duties and responsibilities of your current or most recent job, continue on a separate sheet if necessary.

Please give your minimum notice period?

**EMPLOYMENT HISTORY**

Please list your previous employment history in chronological order using a separate sheet if necessary and give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period		Job Title and main responsibilities	Reason for Leaving
	From	To		


Do you have any other paid employment that you would wish to continue if you were offered this post? Yes / No

If yes, please give details and include hours per week

**RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE**

Please say why you are applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Personal Specification and ensure you cover all of the criteria set out for this job role. Please use a separate sheet if necessary and/or attach any supporting documents.





**CAR DRIVING**

Are you a car owner or do you have access to a car? Yes/ No

Do you hold a current, full, driving licence? Yes/ No

**RELATIONSHIPS**

Are you, to your knowledge, related to any councillor or staff members of Whitwick Parish Council (details are on our website). If so, please give details:

[Empty box for providing details of relationships]

**DECLARATION AND DATA PROTECTION ACT CONSENT**

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

Signed:	Date:
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**INTERVIEW ARRANGEMENTS**

If you are selected for interview you will be notified before Friday 19<sup>th</sup> November 2021. Interviews are being held on Monday 22<sup>nd</sup> November 2021.

Interviews will be held at Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HA. Parking is available. If you require any reasonable adjustments to the interview process you are welcome to contact the Parish Manager in confidence.

If successful, are there any dates in the near future when you are not available to work?

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## WHITWICK PARISH COUNCIL

### PARISH WARDEN – PERSON SPECIFICATION

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Education and Qualifications	Good level of literacy and numeracy	Current First Aid qualification Relevant health and safety certificates, for example manual handling, working at height or COSHH
Experience	Experience of dealing with the public Excellent interpersonal and communication skills	Liaising with external contractors
Knowledge and Understanding	An understanding of health & safety issues Awareness of environmental factors in relation to land management	Willingness to positively promote the Parish Council to the wider community
Skills	Ability to plan and carry out your own workload Ability to deal with emergencies and problems Ability to work alongside a wide range of people Able to maintain accurate manual records and also using technology (tablet, internet, digital records).	Enjoyment of working outdoors in all seasons. Awareness to anticipate and reduce risk where possible Ability to display leadership when required
Personal Qualities	Able to work with minimum supervision and use initiative appropriately when working alone Flexible in approach and availability Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995	Have a mobile telephone which can be used for emergency contact Ability to anticipate problems Willing to undertake Disclosure and Barring Service (DBS) check

**Interviews will be held on Monday 22<sup>nd</sup> November. To commence work as soon as possible.**