



BOSTON SPA PARISH COUNCIL

## Public Open Spaces Manager

Boston Spa Parish Council possesses a large number of public open spaces which encompass grassed areas, a wildflower meadow, hedges, trees, the riverside walk. To help it to manage and maintain these assets to a high standard, the Parish Council wishes to appoint a Public Open Spaces Manager.

### Responsibilities

#### To:

- Oversee the implementation of tenders for grass cutting, shrub maintenance, tree cutting and path improvements and ensuring that work is carried out by contractors on schedule and to the agreed standard.
- Undertake regular checks of all areas of public spaces managed by the Parish Council and village Public Rights of Way (PROW), reporting any issues to the relevant contractor, Leeds PROW or the Parish Council, as appropriate.
- Liaise with Leeds City Council to complete any grant paperwork for the maintenance of village Public Rights of Way.
- Handle all enquiries relating to public open spaces, reporting back to the Parish Council and taking action where necessary.
- Assist the Parish Council in the tendering process for new contracts, ensuring that all contractors have the correct insurance, risk assessments and health and safety documents in place.
- Co-ordinate the undertaking of tree surveys and obtaining quotes for any tree work required.
- Work in consultation with Green Group volunteers and any other relevant local organisations.
- Carry out any other duties relevant to the role, as requested by the Parish Council.

### Skills, knowledge and experience:

#### **Essential**

- Knowledge of and an interest in managing a garden or land
- Possess good written and verbal communication skills
- Have good negotiation skills
- Be competent in the use of IT
- Possess a good level of physical fitness
- Have use of own vehicle
- Be able to work in accordance with relevant Council policies and procedures

#### **Desirable**

- Have practical knowledge/experience gained from working in the gardening, agricultural, or arboricultural sector
- Know how to use online maps
- Know how to do IT based research
- Have experience of developing and working in partnership with others
- Possess local knowledge of the area surrounding Boston Spa.

This role is based on an average of 7 hours per week and is paid on a monthly basis. However, hours may vary from week to week throughout the year in accordance with seasonal needs, therefore applicants will need to be flexible to accommodate such variations.

The successful candidate will be provided with a laptop and mobile phone.

#### Remuneration

Payment is in accordance with NJC Payscale SCP24 at £18.96 per hour

#### To apply:

Please complete and submit [the application form available on the Boston Spa Parish Council website](#)