



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square,
Fairbank Road, Southwater,
West Sussex RH13 9LA

JOB OPPORTUNITY

LITTER WARDEN AND PLAY AREA INSPECTOR

£23,500 - £25,000 per annum

Position: Litter Warden and Play Area Inspector

Salary: £23,500 - £25,000 per annum (Full Time Equivalent / Pro-rata to part-time)

Pension: NEST Pension Scheme

Hours: 12- 20 hours per week (Part-Time) – Open to discussion

Location: Southwater Parish, West Sussex RH13 9LA

Responsible to: Executive Officer and Responsible Finance Officer

Annual Leave: Starts from 24 days per annum (pro rata) plus bank holidays

Closing Date for Applications: Midday, 26th November 2024

About Us

Southwater Parish Council is dedicated to maintaining a safe, clean, and welcoming environment for our community. Located in the heart of Southwater, we are committed to upholding high standards in all public spaces, ensuring they remain enjoyable and accessible for everyone. Our team plays a key role in supporting local community initiatives, events, and ensuring that our facilities and recreational areas are well-maintained. As part of our efforts, we are seeking for a dedicated Litter Warden / Play Area Inspector to join us and help us make a positive impact on our environment.

Role Overview

The Litter Warden / Play Area Inspector roles are an essential part of our team, responsible for ensuring that much of Southwater Parish Council's public spaces and play areas are clean, safe, and inviting. Reporting to the Executive Officer and working closely with the Operations Officer and Assistant Executive Officer, the role focuses on regular litter picking, weekly inspections of play areas and recreational facilities, and reporting any hazards to maintain safety standards. This role suits someone who enjoys working outdoors, takes pride in contributing to a cleaner community, and can work independently to uphold our environmental and safety standards.

Key Responsibilities

- **Litter and Area Maintenance:** Conduct regular litter picking in designated areas, replace litter bin sacks as needed, and keep public spaces free from debris. Clear litter from around manholes to prevent flooding and sweep specified areas as required.
 - **Play Area Inspections:** Perform weekly inspections of play areas, multi-user games areas, and skate parks, noting and reporting any safety concerns or necessary repairs.
 - **Reporting and Safety:** Provide visual reports on Council assets, including play areas, bins, bus shelters, benches, open spaces, and the war memorial. Report any large items of refuse or hazards that cannot be managed independently, and immediately notify the Line Manager of any threats to public safety.
 - **Health & Safety Compliance:** Adhere to health and safety guidelines, maintain safe working practices, and use provided equipment appropriately. Conduct legionella water checks and report health and safety concerns as needed.
 - **Additional Responsibilities:** Assist with reviews of tree-related planning applications, help manage flag placements at the War Memorial, and carry out other duties as reasonably required.
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Qualifications and Skills

Essential:

- Basic education in English and Maths (GCSE or equivalent).
- Eager to work outdoors in a role that requires physical tasks.
- Understanding of health and safety protocols, with a willingness to follow Council guidelines.
- Ability to work independently, manage time effectively, and maintain attention to detail in identifying safety hazards.

Desirable:

- Health & Safety certification or relevant vocational training.
 - First Aid qualification and familiarity with basic maintenance tasks.
 - Previous experience in community-focused or environmental roles.
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General Information

The post holders will be contracted to work between 12-20 hours per week. **The Council is open to discussing the preferred shift pattern and hours the applicant is available to work** within the office hours of Monday to Thursday (8:30 am to 4:30 pm) and Friday (8:30 am to 4:00 pm).

Southwater Parish Council will provide uniform, equipment and training to carry out the work required.

To apply, please complete the Parish Council Application Form (**exported as PDF**).

CVs will not be accepted due to Council policy.

How to Apply

Please email completed application forms (as PDF file) with the subject heading of:

SPC APPLICATION – [INSERT FULL NAME]

Sent to the Executive Officer, Justin Tyler, at justin.tyler@southwater-pc.gov.uk

For more information and to access the Job Description, Job Specification and Application Form, visit the Southwater Parish Council website.

Southwater Parish Council is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.