



Job Description and Person Specification – Casual Warden

JOB TITLE Part time and seasonal Weekend and/or Midweek Warden

RESPONSIBLE TO Estate Manager

JOB SUMMARY

This post is based within a team of wardens who have responsibility for supporting the people and wildlife management of Wandlebury Country Park, Coton Countryside Reserve and other CambridgePPF owned sites. The primary focus of the Casual Warden position is supporting the opening and closing duties associated with the management of Wandlebury Country Park, on the urban fringe of the growing city of Cambridge and Coton Countryside Reserve. The post-holder will work under the direction of the Estate Manager.

MAIN DUTIES:

The Casual Warden role is aimed at supporting the opening and closing duties associated with the park management. The role includes early morning and evening shifts and an element of lone working but a duty manager is contactable at all times. Candidates therefore need to have the ability to work alone and under their own initiative and maintain a positive and cooperative attitude. In addition the Casual Warden may be required to:-

- patrol the site to ensure that it is safe for all visitors ,
- to enforce CambridgePPF Policies including assisting with the prevention and clearance of litter and implementing the dog policy,
- Clean the visitor facilities,
- Undertake estate maintenance tasks.

Health & Safety

The postholder will be expected to be aware:-

- Of and comply with CambridgePPF policies and procedures on health and safety at work: by adopting safe working practices, reporting any accidents and/or unsafe or hazardous conditions to management and to do everything reasonable to prevent personal injury to yourself, fellow workers and members of the public
- That the use of machinery is restricted to personnel with the relevant certificate, where this is a legal requirement (for instance for chainsaws) or until the member of staff has received instruction in their safe use

Other Tasks

In addition, the person appointed will be expected to:

- liaise with other staff on all matters of overlapping responsibility;
- ensure confidentiality when communicating with persons or groups etc outside CambridgePPF;
- participate in any training/development and staff team activities as identified and agreed with the Estate Manager and others; maintain and increase personal professional skills;
- undertake other duties of an appropriate nature as may be required to ensure the smooth running of CambridgePPF;
- promote CambridgePPF's Vision;
- observe equal opportunities policies and procedures;

PERSON SPECIFICATION

JOB TITLE Casual Warden

Essential Requirements

1. Ability to work alone and under own initiative
2. Maintain a positive and cooperative attitude
3. Flexible approach to the role and hours worked

Desirable Requirements

1. Full driving licence
2. Experience of Grounds/Estate/Farm work, including the use of the relevant machinery and equipment
3. Wildlife and countryside knowledge and experience.

TERMS AND CONDITIONS OF EMPLOYMENT

- **Duration:** This is a casual appointment, to include weekend and Bank Holiday working
- **Hours:** will be agreed in advance with the Estate Manager and there will be the opportunity for additional hours to provide cover for other members of staff
- **Main place of work:** CambridgePPF, Wandlebury Country Park, Gog Magog Hills, Cambridge CB22 3AE
- **Holiday: Holiday entitlement will be accrued based on hours worked, pro rata against an annual entitlement of 33 days for full time employment**
- **Notice:** 4 weeks
- **Probation:** This is a seasonal appointment, subject to the completion of a one month probationary period
- **Salary:** £8.45 per hour
- **Pension:** CambridgePPF operates an Auto-Enrolment Pension Scheme with Aviva , which individuals are entitled to join after three months employment
- **Equal opportunities:** Cambridge Past, Present & Future is committed to equality regarding disability, age, ethnicity, gender, sexual orientation, religion or belief. The Cambridge Past, Present & Future acknowledges that it has a duty, both moral and legal, to ensure that it is not unfairly discriminating in its employment or management practices or in the services and projects it provides.

Application Process:

- **Application:** Candidates should apply by sending a copy of their CV, giving full details of education, employment history and relevant experience. You should also include a statement outlining why you consider yourself suitable for the post and what particular experience, skills and attributes you have which will enable you to fulfil the requirements of the job. Please also include any times and days of the week you are unavailable. Please include full contact information, email, address and telephone number.
- **Contact person:** for any further details or information, please contact the Estate Manager on 01223-243830 ext or email : estatemanager@cambridgeppf.org

Selection Process:

- **Acknowledgement:** your application will be acknowledged by email.