**Parish of St Martin - Senior Grounds Person**

**Reports to: Parish Secretary & Assistant Parish Secretary**

**Based at: St Martin’s Public Hall & Parish Depot**

**Hours: 37.5 Hours**

 **Monday – Friday 8.00 am to 4.00 pm**

**Background**

The Parish of St Martin is approximately 4 square miles with a population of 3,948 people. The Parish includes and some of the Island’s richest natural and built heritage from iconic sites such as Mont Orgueil and St Catherine’s breakwater to the offshore reef of L’Ecréhous. It remains a mainly rural parish with an extensive network of green lanes with the main clusters of population being in St Martin’s Village, Gorey, Maufant and Rozel. It has a strong sense of community which has been strengthened by recent developments adjacent to the Public Hall including the Village Green, Children’s Playground, Village Café and the new facilities located within Le Vielle Ecole.

The Parish is administered by a small team of staff headed by the Connétable and assisted by many dedicated and committed volunteers.

**About You**

The Parish is seeking a reliable and self-motived individual with excellent practical day to day skills. We are looking for someone who is able to demonstrate a high level of initiative and able to work closely and flexibly within a small team.

You will be experienced in grounds and lands management, and be capable of delivering high standards of workmanship, both efficiently and safely. It is crucial you have experience of a range of machinery including strimmers, mowers and hedge cutters.

You will have reasonable writing skills with a keen eye for detail, and be capable of completing risk assessments, site checks, annual programme of works, equipment maintenance schedules, PPE register and time sheets.

Most importantly, you will have a high level of pride in your work and be passionate about ensuring the Parish of St Martin’s sites and infrastructure are maintained to excellent standards.

**Overview of the Role**

Your primary role is to work with the Parish Grounds Person to manage and maintain the Parish sites and infrastructure which include the Village Green, the Churchyard, L’Union Cemetery, Parish Car Park and Glebe land. You are also responsible for the maintenance of a range of pathways, tracks, storm drains, road signs as well as refuse collection at various locations across the Parish. During the summer months you will ensure the Parish floral displays are cared for and watered as required.

On occasion you will be required to undertake various tasks to ensure the smooth running of the Parish and so a flexible and “can do” attitude is paramount to this role.

You will be the line manager for the Grounds Person and so you are expected to take full responsibility for ensuring works are carried out efficiently and in a timely manner. You will also need to take the lead role in making sure that the Grounds Team operates in line with current Health and Safety Practice including day to day operations and Parish equipment.

**Key Activities**

* Regularly mowing, cutting, weeding and cleaning the Churchyard, pathways and car park to the highest standard, as well as maintaining the railings and associated infrastructure including monuments such as the Cenotaph.
* Regularly mowing, weeding and cleaning the L’Union Cemetery, including the central pathway and railings.
* Maintaining the Village Green and Village Car Park in liaison with volunteers and ensuring that hedgerows are regularly cut, paths weeded and the area kept in good order. You will also be required to undertake weekly checks on the children’s playground equipment so as to ensure that the Parish is fully compliant with current safety standards.
* Cleaning and clearing storm drains across the Parish to ensure that blockages are removed and water can flow freely. Liaising with external contractors regarding repairs and any annual maintenance contracts that are in place.
* Undertaking refuse collection at various locations across the Parish. This is generally twice a week during the summer and once a week during the winter but may vary dependent upon events and Parish activities.
* Cleaning and maintaining various footpaths and tracks across the Parish.
* Maintaining and watering Parish floral displays during the summer months. This will be in liaison with Parish volunteers.
* Undertaking the branchage on Parish sites in accordance with best practice so that the Parish is seen as an exemplar.
* Checking road signs are not obscured and repairing/replacing as necessary in liaison with the Parish Roads Committee.
* Ensuring the Parish Depot is well maintained, tidy and clean and that equipment is stored in an organized and structured manner
* Undertaking practical minor repairs and maintenance of Parish property as required and liaise with external contractors accordingly
* Undertaking minor repairs of Parish roads as required
* Assisting with day to day tasks ranging from monitoring water levels in the Church water tank to helping with setting out of tables and chairs.

**Knowledge and Skills**

* Excellent spoken and interpersonal skills with the ability to liaise with Volunteers, Parishioners and external contactors in a calm and polite manner
* Ability to use own initiative and find practical solutions to a range of maintenance and repair issues
* The ability to work as part of a small team and well as undertake lone working as required
* Ability to use of a range of equipment and land management tools
* Hold a clean driving licence
* Good written and IT skills
* Pro-active and can-do attitude with a desire to improve efficiency whilst delivering excellent standards of work
* Ability to build good working relationships, both externally and internally
* Willingness to work outdoors in all weather conditions
* Good housekeeping

**Training**

* First Aid at Work
* Risk Assessment
* General Health and Safety
* Playground Equipment Checks

**Package**

Annual Salary: Starting at £35,000 dependent upon experience

Hours: Monday to Friday 8.00 – 4.00 pm with 30mins for lunch

Pension: Equivalent to 16% of salary with employee contribution of 7.7%

Holiday: 25 days per annum

If you are interested in the position please email your CV to Tina Rafferty tinaraffertyhr@gmail.com or for further information call M: 07829800560