



South Willesborough and Newtown Community Council
Suite 8
Invicta Business Centre
Orbital Park
Ashford
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clerk@swancc.org.uk
01233 528933

Job Advert

A Self-Employed Public Spaces Enhancement Officer

- Monitor and maintain Council Property and street furniture.
- Maintain Council Planting with Litter Picker.
- Support Council events with set up and practical skills.
- Identify and report environmental problems (e.g. fly tipping, graffiti, damage to street furniture, highways defects, lighting faults, etc) to the relevant agency or landowner to deliver immediate improvements.
- To carry out practical tasks to improve the SWAN area such as cleaning graffiti or repairing damaged street furniture. Subject to Council approval
- Liaise with businesses and the Councils crime reduction Champion on issues in the area and report to the CCM.
- Assist members of the public find their way around the SWAN area.
- Monitor issues with trade waste, street cleaning, or refuse and recycling collections and ensure contractors comply with performance targets.
- To liaise with the CCM on Council policies and procedures in relation to legislation licensing and land ownership.
- Report any illegal or unlicensed activities in the area to the CCM & appropriate enforcement authority.
- Carry out basic first aid as required (training provided if necessary)
- Monitor the defibrillators after usage reports.
- Record details of all issues dealt with and interactions with members of the public and businesses.
- Help maintain up-to-date databases of contacts details for local businesses or self-employed persons in the area
- Strict attention to personal responsibilities in the areas of risk management and health, safety and welfare, both in terms of self and others.
- **To support Council Events**

This is a role working with the Public so the candidate will be required to have a satisfactory enhanced DBS check and Public Liability Insurance.

For more information and a full job description please contact the SWAN Office
Email clerk@swancc.org.uk or telephone **01233 528933**.
Closing Date for applications **22nd September 2023**