



Berwick-upon-Tweed Town Council

JOB TITLE: **Apprentice Warden**

PLACE OF WORK: **Berwick-upon-Tweed, Spittal and Tweedmouth**

SALARY: **National Living Wage - £12.71 per hour (£24,475per annum)**

HOURS OF WORK: **Full-time 37 hours per week Monday to Friday – including some occasional evenings, weekends and Bank Holidays as required**

REPORTS TO: **Operations Manager**

A. Purpose of the Role

To support the Open Spaces Team in maintaining the Council's parks, green spaces, floral displays and public areas, while undertaking the RHS Level 2 Horticulture Operative apprenticeship delivered through Northumberland College. The postholder will gain practical horticultural skills, confidence and experience while contributing to the appearance and enjoyment of Berwick's outdoor environment.

B. Summary of responsibilities and Duties

- Carry out allocated gardening and grounds maintenance tasks under supervision and in line with Council standards.
- Assist with planting, pruning, watering and general upkeep of green spaces.
- Support the preparation and maintenance of flower beds, borders, planters and seasonal displays.
- Learn to safely use hand tools, powered equipment and machinery appropriate to the role.
- Help maintain play areas, open spaces, footpaths and community planting areas.
- Follow instructions from the Wardens and work effectively as part of the team.
- Attend college as required and complete all coursework, assessments and portfolio tasks.
- Wear appropriate PPE and follow all safe systems of work.
- Maintain issued uniform and equipment in good condition.
- Represent the Council positively when working in public areas, responding courteously to questions and signposting enquiries appropriately.
- Support community planting days or volunteer activities when required.
- Undertake any other reasonable duties consistent with the apprenticeship and service needs.

C. Other Information

External and Internal Contacts

Councillors, customers and members of the public, contractors, suppliers, Council staff and partner agencies.

Face to face, telephone, written and electronic communication.

Working Environment

Mainly outdoor working in all weather conditions; some workshop working.

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

All duties must be carried out in accordance with the Council's Health & Safety Policy.

Data Protection Act 2018

All employees must comply with the Data Protection Act and Council policies.

Council Policies

The postholder must familiarise themselves with and adhere to all relevant Council policies.

Performance Management

The postholder will receive an annual appraisal and quarterly reviews forming the basis of their Personal Development Plan, linked to Council objectives. Regular one-to-one meetings will support progress through the apprenticeship.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications & Knowledge	<ul style="list-style-type: none"> • Commitment to undertake the RHS Level 2 Horticulture Operative apprenticeship and attend college. • Basic literacy and numeracy – GCSE English & Maths or equivalent 	<ul style="list-style-type: none"> • Knowledge of parish/town councils.
Experience	<ul style="list-style-type: none"> • Some experience in customer service, volunteering, retail, hospitality or other public-facing roles. 	<ul style="list-style-type: none"> • Experience engaging with community groups or volunteers.
Skills & Abilities	<ul style="list-style-type: none"> • Good communication and interpersonal skills. • Ability to remain calm and act diplomatically when coming into contact with the public. • Willingness to learn practical skills. • Ability to follow instructions and work as part of a team. • Ability to work outdoors in all weather and cope with regular physical activity including lifting and bending. • Able to maintain awareness of safe working conditions. 	<ul style="list-style-type: none"> • Basic tool handling or practical skills.
Behaviours & Approach	<ul style="list-style-type: none"> • Polite, approachable manner. • Ability to represent the Council positively. • Enthusiastic, reliable, motivated to learn. • Good timekeeping. 	
Other		<ul style="list-style-type: none"> • Current driving license and access to a vehicle