

Berwick-upon-Tweed Town Council



**Apprentice Warden
Candidate Pack**



Council HR and Governance Support
Excellence in all we do

Welcome to Berwick-upon-Tweed

At Berwick-upon-Tweed Town Council, we are committed to being a good employer and a learning organisation. Our people are at the heart of everything we do, and we invest in developing skills, confidence and future careers.

As an apprentice, you'll be supported, encouraged and given the space to grow. You'll learn from experienced colleagues, gain a recognised qualification and contribute to the town's parks, green spaces and community life.

We value teamwork, pride in our environment, and treating everyone with respect. If you share these values and want a career in a place that will help you develop, we're delighted you're considering joining us.

Iain Mcready

Chief Officer, Berwick-upon-Tweed Town Council

About Berwick-upon-Tweed Town Council

Berwick-upon-Tweed Town Council looks after many of the places that matter most to our community :

- Play parks and open spaces
- Floral displays and civic planting
- Allotments and community green spaces
- Public seating, small assets and local amenities

We work closely with residents, volunteers, schools and community groups to keep the town attractive, welcoming and environmentally responsible

The Council is committed to maintaining and enhancing the local environment. Berwick has taken part in Northumbria in Bloom, reflecting the town's pride in its green spaces and the strong partnership between the Council, volunteers and community groups. Our approach is rooted in environmental stewardship, community involvement and maintaining attractive and creating places for residents and visitors can enjoy.

Our Wardens plays a central role in caring for the town's green spaces and supporting community pride. As an apprentice, you'll be part of a team that takes real ownership of the places people use and enjoy every day.

We are a forward-thinking, outward-looking council that aims to bring about positive change for our community. We work to maintain high standards, operate efficiently, communicate clearly and be a good employer that supports learning, development and growth.



Apprentice Warden – Job Description

| | |
|------------------------|---|
| Job title: | Apprentice Warden |
| Responsible to: | Operations Manager |
| Location: | Across Berwick-upon-Tweed, Spittal and Tweedmouth |
| Contract type: | Permanent, 37 hours per week. |
| Salary: | National Living Wage of £12.71 per hour (£24,475per annum) |
| Benefits: | NEST Pension Scheme, 23 days annual leave, ongoing support for professional development |

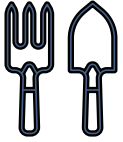
Earn while you learn.

To support the Open Spaces Team in maintaining the Council’s play 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 gardening skills, confidence and experience while contributing to the appearance and enjoyment of Berwick’s outdoor environment.

Apprentice Warden – Key responsibilities



- 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.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

Apprentice Horticulturist – Job Description

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.

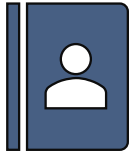
Council Policies

- 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.

Apprentice Warden – Person Specification



Qualifications & Knowledge

- Commitment to undertake the RHS Level 2 Horticulture Operative apprenticeship
- Good literacy and numeracy – GCSE English & Maths or equivalent

Experience

- Some experience in customer service, volunteering, retail or hospitality or other public-facing roles

Skills & Abilities



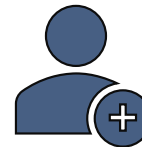
- Good communication and interpersonal skills
- Ability to remain calm and act diplomatically when coming into contact with the public.
- Willingness to learn practical skills.
- Ability to follow instructions and work as part of a team.
- Ability to work outdoors in all weather and cope with regular physical activity including lifting and bending.
- Able to maintain awareness of safe working conditions.

Personal Attributes



- Polite, approachable manner.
- Ability to represent the Council positively.
- Enthusiastic, reliable, motivated to learn.
- Good timekeeping.

Desirable Extras



- Knowledge of parish/town councils
- Experience engaging with community groups or volunteers.
- Basic tool handling or practical skills.
- Current driving license and access to a vehicle

About the Qualification

You will study towards the Level 2 Horticulture Operative apprenticeship, a nationally recognised qualification covering:

- Commercial gardening and landscaping
- Care, maintenance and use of tools, equipment and machinery
- Preparation, planting and maintenance of plants
- Plant naming, identification, selection and science
- Working in the horticulture industry
- Health and safety for the land-based industries

Training is delivered by Northumberland College, whose horticulture programmes are based at the Kirkley Hall Campus, a specialist land-based centre with extensive gardens, glasshouses and practical facilities .

You'll attend college as required and complete coursework, practical assessments and a final end-point assessment.



Recruitment Process

| Recruitment Process | Date |
|-------------------------------|-------------------------------|
| Closing Date for applications | 12pm, 28 June 2026 |
| First Stage Panel Interview | w/c 6 th July 2026 |
| Anticipated start date | ASAP |

1. Read the guidance on the Application form & Equal Opportunities form.
2. Ensure all sections of the Application Form are completed. CVs are not accepted as an alternative to the form.
3. Save both forms using your name to identify them.
4. Submit forms via email to recruitment@chrgs.co.uk before the closing date.

Berwick-upon-Tweed thank you for your interest and look forward to receiving your application.

Work Sponsorship: Unfortunately, the council is currently unable to offer work sponsorship as it does not hold a Home Office sponsorship license for visas and is therefore unable to process applications that would require a visa to work in the UK.