

Yeovil Town Council



JOB DESCRIPTION

Job Title:	Parks Engagement Officer
Grade:	SCP 12-16 £27,269 - £29,572
Hours of Work:	37 hours per week (occasional evenings and weekends)
Annual Leave Entitlement:	23 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service
Responsible to:	Estates Manager
Responsible for:	Volunteers

Main Purposes of the Role

To lead on engagement opportunities across the Council's open spaces and growing initiatives. Developing and leading new volunteering sessions and community engagement opportunities. Finding funding for grassroots projects and partnering to deliver improvements. Taking a lead on communication for green projects across the Estates team to ensure communities are informed and engaged.

Overall Responsibilities

The program of events, activities and engagement across the open spaces, play areas and growing spaces of the Town. Supporting learning about growing from the Growing Hub (once developed) and through the allotment sites. Working with existing community groups to further their ambition and supporting the establishment of new ones where required. Leading volunteering activities across the sites and diversifying opportunities to get involved.

Summary of Responsibilities and Duties of the Job

1. Leading on community engagement activities for open spaces across the town, establishing community need and translating into action through community led projects and the work of the wider Estates team.
2. Developing new volunteering opportunities at the open spaces and within wider communities. Diversifying volunteering opportunities.

3. Providing a public growing education program and opportunities to learn for new allotment holders.
4. Supporting in the creation of children's growing spaces to support growing education.
5. Finding and applying for small project grants.
6. Support on activities in the emerging Green Infrastructure Strategy and Nature in Towns and Cities Accreditation to involve the communities of the Town in its greening.
7. Developing and subsequently ensuring safe working practices are rolled out across community projects.
8. Representing the Council at Friends of and other community meetings. Providing a point of contact for various groups work in open spaces e.g. Community Pay back and local Trusts.
9. Working with partner organisations to support community ambitions, providing specialist environmental and growing knowledge.
10. Coordinating & promoting access to the Growing Hub
11. Coordinating and supporting the It's Your Neighbourhood and It's Your School groups and application for the In Bloom program
12. Leading on public events in the open spaces and for the In Bloom program
13. Developing engagement and learning activities for across the parks and open spaces, led and self guided.
14. Developing & delivering school activities complementary to that of the Community Heritage Officer
15. Developing & implementing new interpretation for the open spaces

External and Internal Contacts

The Mayor, Councillors, members of staff, local organisations, schools, community groups, partner agencies, customers, visitors, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at Yeovil Recreation Centre and Yeovil Country Park but required to work at various outdoor locations across the Town and occasionally outside the Town.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

13th March 2025