awen

Ymddiriedolaeth
Ddiwylliannol
Cultural Trust

Job Outline

Job Title:
Casual Park Assistant

Basis:
Casual

Salary:
Grade 9

Base:
Bryngarw Park

Accountable to:
Country Park Manager

Accountable for:
N/A

Your Role:

To support our Park Rangers with their day-to-day duties with particular attention paid to litter control and the cleanliness of the main visitor areas.

In this role, you will:

- Ensure that all areas are free of litter throughout the day.
- Aid visitors upon arrival at the park – parking cars, helping visitors use the pay and display machine, signposting visitors to various areas of the park/events etc.
- Answer visitor queries about the park – both in-person and over the phone.
- Clean toilets and replenishing toilet roll, liquid soap etc
- Empty rubbish and litter picking as required
- Ensure that any incidents or accidents are reported, and the correct documentation is completed
- Assist with events, volunteers, Education Centre bookings and any other duties as necessary

General Duties and Responsibilities:

- Be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work.
- Participate in any training and development activities to maintain own development or to enhance competence within job role.
- Uphold and integrate our purpose and values in all that you do, observing and promoting Awen's four values at all times – Creative, Empowering, Collaborative and Fair.
- Ensure that activities are completed in accordance with Awen's commitment to equality, diversity and Inclusion and in line with best practice and legislation
- To actively challenge discrimination and stigma in the workplace
- Be responsible for safeguarding and promoting the welfare of children, young people, and adults at risk.
- To look after your own physical and psychological wellbeing wherever possible
- To support the psychological and physical wellbeing of our colleagues/team and encourage an empathetic and inclusive culture.
- Be responsible in helping us achieve our sustainability ambition by contributing to reduce your individual carbon footprint and working towards the organisational objectives in line with the Awen sustainability strategy.
- Compliance with Awen's policies and procedures
- This is not a complete statement of all duties and responsibilities comprising this post, and this document will be regularly reviewed. You may be required to undertake other tasks/duties that are reasonably assigned to you and are within the capability and grade of this role..

Person Specification

The Person (ESSENTIAL CRITERIA ARE INDICATED AS **(E)**:

- Ability to be tactful and diplomatic. **(E)**
- A helpful and approachable manner. **(E)**
- Honest and trustworthy. **(E)**
- Flexible and enthusiastic approach

Qualifications, Skills, Abilities and Experience:

(ESSENTIAL CRITERIA ARE INDICATED AS **(E)**:

- First Aid certificate Proven experience in a similar environment
- Ability to communicate clearly and effectively **(E)**
- Good organisational skills
- Ability to work proactively **(E)**
- Ability to work unsupervised **(E)**
- Experience working in countryside management
- Interest in natural history **(E)**
- Experience of working in a customer facing role **(E)**