



JOB DESCRIPTION

Job Title: Community Facilities Operative		
Location: Clydach, Swansea		
Reports to: Council Clerk and/or Council Chairperson		
Hourly Rate: £8.21 p/h		
Level:	Type of Position:	Hours: 16.5 /week
<input type="checkbox"/> Senior Manager	<input type="checkbox"/> Full-time	<input type="checkbox"/> Salaried
<input type="checkbox"/> Manager	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Paid Hourly
<input type="checkbox"/> Team Leader/Supervisor	<input type="checkbox"/> Contractor	
<input checked="" type="checkbox"/> Team Member	<input type="checkbox"/> Work Experience	

General Description of Duties & Responsibilities

Clydach Community Council work to improve the lives, communities and outcomes for the residents of its wards, namely Clydach, Faerdre, Graigfelen and Glais. It is led by 16 councillors, as well as the Community Council's Clerk. The Council also employs two caretakers to manage its community halls. The Council meets regularly to introduce initiatives, plan events and deal with issues concerning the area.

As a way of continuously improving the service we offer, the Council is looking to employ a Community Facilities Operative to assist in the day to day tasks faced by the council. The successful candidate will be an independent, enthusiastic individual with a can-do attitude, always thinking about their next project.

The role will involve many manual tasks in the maintenance and improvement of the village which will offer a stimulating and varied workplace to the successful candidate. With many events and new initiatives planned, there will be many opportunities for increased working hours and overtime.

The main responsibilities will include:

- Horticultural duties, including grass cutting, watering of plants, as well as other ground maintenance and landscaping projects
- Community litter picking, street cleansing and refuse management
- Installation and removal of seasonal furniture (such as Christmas trees, hanging baskets, etc) throughout the village
- Responding to community members on reports of litter, damage and other maintenance issues
- Support to caretakers regarding hall access and hall maintenance/cleanliness
- Support with the setup, running and takedown at Community Council and other events in the Community
- Support with the delivery and set up of the mobile bar and other community council initiatives
- Maintaining Community Council owned footpaths
- General facility maintenance, including painting, storage management and decorating
- Daily management of assigned tasks and projects
- Liaising with Clerk for updated tasks and projects to undertake
- To ensure all Community Council policies and processes are followed at all times.
- To attend all review and appraisal meetings
- To attend training as required commensurate to the role

Work Experience Requirements

Although not essential, previous relevant experience in maintenance, facilities, cleaning or groundwork would be desired

Knowledge/qualifications in plumbing, landscaping/gardening or another useful trade that will help in the carrying out of the above duties and responsibilities would also be desired

Qualification Requirements

For vehicle insurance reasons, the applicant **MUST** be aged 21 and above.

A full, clean UK driving licence would be essential.

A Trailer licence qualification (Category E) is desirable.

It would be desirable that the successful candidate is a Welsh speaker.

Person Specification

Flexible individual who would be open to shift pattern changes and occasional weekend working

The individual would benefit from being familiar with Clydach and the surrounding areas

Independent thinker, able to plan workload and schedule

Well organised with excellent communication skills

A professional, customer service approach

Ability to prioritise and stay calm under pressure

Good verbal English skills

How to Apply

For an application form, please email: mail@clydach.wales

Applications can be returned electronically *or* by post to:

HR COMMITTEE, Clydach Community Hall, Vardre Rd, Clydach, Swansea, SA6 5LP