



WOKINGHAM TOWN COUNCIL

Job Description

Job Title	Allotment Maintenance Assistant
Reports to	Wokingham Town Council Allotments Officer
Responsible for	N/A
Key Contacts	Internal: <ul style="list-style-type: none">• Staff• Councillors External: <ul style="list-style-type: none">• Suppliers and service providers• Allotment tenants, members of the public, and volunteers• Borough Council officers
Job Purpose	To support the work of the Allotment Officer in the effective management and maintenance of the council's allotment sites.

Principal Accountabilities

1. Allotments:

Hands on work on allotment sites:

- a) To support effective site maintenance, including (but not limited to):
 - i. Taking regular water meter readings and supplying readings and photographs
 - ii. Grounds maintenance work on the sites, including strimming, hedge trimming, weed spraying, grass cutting, tree pruning, tidying etc.
 - iii. Minor repairs, including fencing repairs, gate repairs, tap repairs and maintenance etc.
 - iv. Preparing sites for winter (lagging taps, turning off water supplies, updating access codes, winter safety checks etc)
 - v. Preparing sites for the growing season (turning on water supplies etc)
 - vi. Support the Allotment Officer in overseeing work carried out on site by contractors
 - vii. Clearing overgrown plots as required
 - viii. Installing plot numbers
 - ix. Cleaning and keeping solar panels clear of overgrown vegetation
 - x. Shed timber treatment
 - xi. Maintaining site notice boards
 - xii. Site photography, including prize winning plots



xiii. Other tasks as directed by the Allotment Officer

- b) To escalate issues as required to the Allotment Officer and/or Grounds and Bloom Officer or Town Clerk
- c) To provide appropriate updates and, where required, support the Allotment Officer or Amenities Officer in collating information for reports to inform the Amenities Committee in their decision making.

2. General:

- a) To support the Allotment Officer in the delivery of the Annual Allotment prizegiving
- b) To liaise with other officers with the emphasis on teamwork and providing assistance to other members of the team, in particular to work closely with the Grounds Team and, on occasion, at the direction of the Allotment Officer and/or the Town Clerk, to support the Grounds Team in the delivery of projects outside the scope of the allotments.
- c) To undertake any other duties as directed by the Town Clerk
- d) To undertake appropriate professional development
- e) To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- f) To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.

This job description is not inflexible or exhaustive and may therefore be altered from time to time, in consultation with the post holder, to reflect the changing needs of the council.

Hours of Work:

Part Time, 12 hours per week worked over 2 days, 7am to 1pm. Working days to be two of Tuesday, Wednesday, Thursday or Friday.



Person Specification

Job Title	Allotments Officer	
Key Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Willingness to undertake relevant training as necessary to fulfil role effectively 	<ul style="list-style-type: none"> • LANTRA or other training certificate for the use of strimmers, hedge cutters etc. • Certification for using spraying equipment
Competencies (knowledge, skills, experience)	<ul style="list-style-type: none"> • General grounds maintenance / gardening knowledge. • General DIY / Maintenance knowledge and competence in the use of hand tools and machinery (petrol strimmers, trimmers etc) • Basic knowledge of Health and Safety and COSHH legislation • Good attention to detail • Ability to work unsupervised • Ability to prioritise own workload and work to deadlines • Good standard of oral and written English 	<ul style="list-style-type: none"> • Trained in manual handling techniques
Work related personal requirements	<ul style="list-style-type: none"> • Calm and effective in verbal communication • Excellent customer service skills • Well organised • Self-motivated • Innovative • Solution focused • Team player • Comfortable working alone 	<ul style="list-style-type: none"> • General technical knowledge



Other work requirements	<ul style="list-style-type: none">• As part of the wider team able & willing to work occasional additional hours as required to support WTC activities• Full manual driving licence (access to Council van as appropriate)	
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Current Allotment sites:

- Binfield Road
- Gipsy Lane
- Ifould Crescent
- Latimer Road
- Mulberry Grove
- Ormonde Road
- Penny Row
- St Paul's Gate

<https://www.wokingham-tc.gov.uk/council-services/allotments/>

It is expected that the town council will receive at least one further allotment site associated with housing in the South Wokingham SDL (located near Tesco). Additional sites are possible in the future, with further housing development.