



# APPLICATION PACK

NATURE RESERVES MAINTENANCE OPERATIVE

Crowborough Town Council



# Welcome

Thank you for expressing an interest in our post as **Nature Reserves Maintenance Operative**.

Crowborough is the largest and highest inland town in East Sussex, set within the High Weald Area of outstanding Natural Beauty and bordering Ashdown Forest. It is situated just south of Tunbridge Wells on the A26, about halfway between London and the south coast, and can also be reached by train on the Uckfield line from London Bridge.

The town council is a large, active council which is committed to providing excellent services on behalf of its residents. It owns and maintains several recreation grounds with facilities ranging from football pitches, tennis courts, hard sports courts,



running track, boating pond, children's play parks and much more! There are also two wonderful nature reserves and numerous other green spaces around the town which the council manages for benefit of both the wildlife and those visiting. In addition it manages are three allotment sites, one cemetery and a further burial ground which is due to open within the next twelve months.

Crowborough Town Council is comprised of sixteen elected councillors, one of which is elected as Mayor each year at the council's annual meeting. As well as the elected members, the council employs various officers and staff to carry out the day to day running of the council. The office team is based out of the Council Offices at Pine Grove, whilst the grounds team works from the works yard and across all the various council sites in the town.

We hope you are enthusiastic about the current opportunity and about all the council does. To find out more about this specific vacancy, and how to apply for the role, please refer to the rest of this pack.

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## The Role

**POST TITLE:** Nature Reserves Maintenance Operative

**REPORTS TO:** Head Grounds Person

**HOURS OF WORK:** 37 hours per week  
(based on 42 hours per week April to September, and 32 hours per week October to March)

Some weekend working and attendance at town council events (for which overtime will be paid)

**PLACE OF WORK:** Wolfe Works Yard and across Crowborough

**SALARY GRADE:** SCP 7-12  
£24,294 (£12.63hr) - £26,421 (£13.73hr)

**BENEFITS:**

- On-going training and development (e.g. City & Guilds)
- 23 days annual leave entitlement plus bank holidays and 3 statutory days
- Excellent pension scheme



We are looking for someone to work with the existing team in maintaining the council's nature reserves and other outside areas. The successful candidate will be based at our works yard in Crowborough and will work throughout the town.

For more details, please read the Job Description and Person Specification below.

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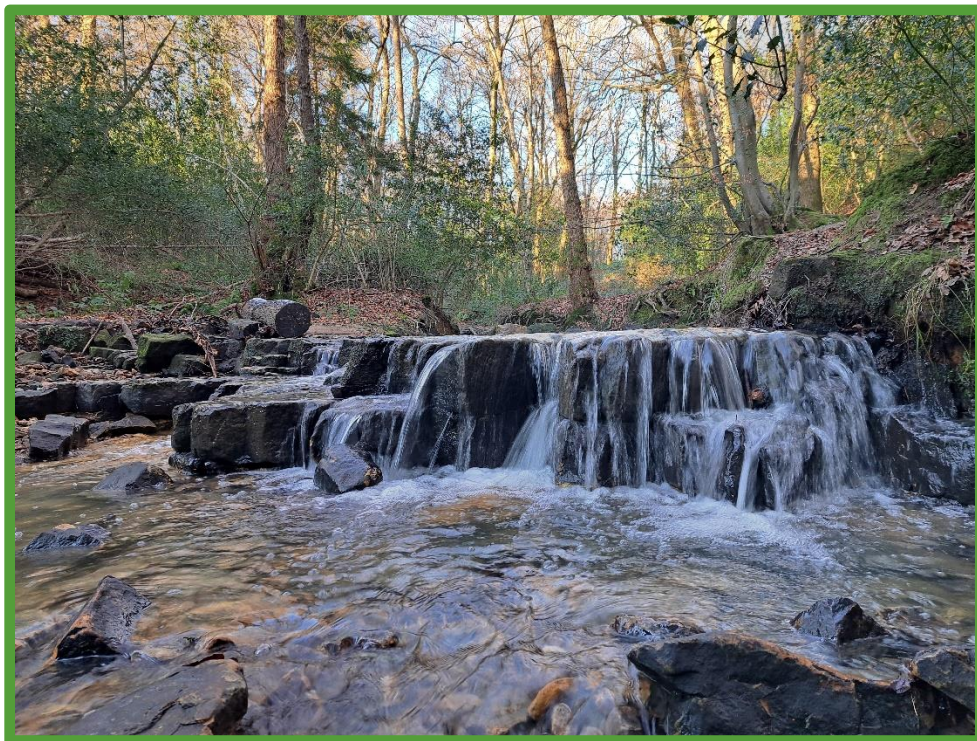
# Job Description

## DUTIES AND RESPONSIBILITIES

1. To carry out practical conservation work in order to maintain and manage the town council's nature reserves and other conservation areas and to assist with other aspects of grounds maintenance as directed.
2. To undertake practical site management using appropriate machinery or vehicles.
3. To install and maintain benches, gates, fencing, notice boards, ponds and any other such items as required in the nature reserves or council's open spaces.
4. To undertake the practical clearance and maintenance of the nature reserves and council's open spaces.
5. To use chainsaws, brush cutters, trailers, tractors and attachments and other equipment as directed.
6. To ensure all sites are maintained and presented to the highest standards and litter free at all times, and to enhance biodiversity through tailored habitat management techniques
7. To conduct weekly trail audits to ensure that sites are safe and accessible.
8. To meet on site with community groups and schools to promote and encourage an understanding of the council's nature reserves and natural green spaces as directed by the Head Groundsperson.
9. To carry out required tree work, annual tree surveys and woodland management as directed.
10. To update the information and noticeboards at the nature reserves on a regular basis in conjunction with the Town Clerk/Deputy Town Clerk.
11. To provide information for committee reports as requested.

12. To drive the council's vehicles or machinery as required, in accordance with the town council's policies and when in possession a full, valid UK driving licence
13. To undertake training as required for the role.
14. To work in accordance with the Town Council's Health & Safety and other policies and legislation/guidelines.
15. To undertake such other duties as may be reasonably required by the Council.

**You will be required to wear a uniform, protective clothing, safety footwear and safety equipment as appropriate; all of which will be provided.**



## Person Specification

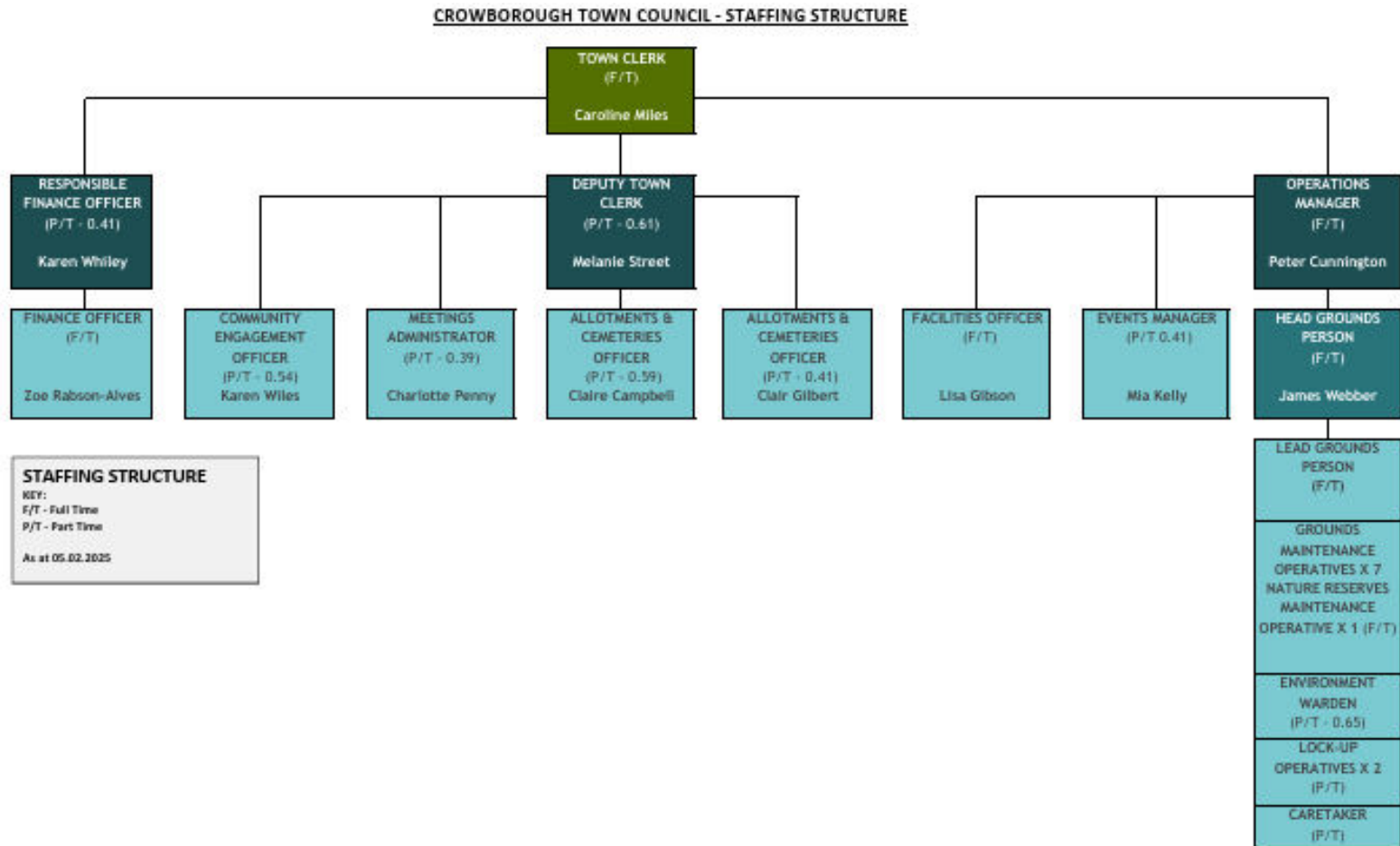
	ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES	METHOD OF EVALUATION/ TESTING
EDUCATION, PROFESSIONAL QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> <li>• Good general education, including numeracy and literacy</li> <li>• Full, valid UK driving licence</li> <li>• Willingness to undertake relevant training</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualifications in grounds maintenance and/or horticulture</li> </ul>	APPLICATION FORM
COMMUNICATION SKILLS	<ul style="list-style-type: none"> <li>• Good verbal communication skills, including an ability to relate to, and communicate with, other team members, office staff, councillors and members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in engaging with volunteers and/or schools on conservation practices</li> </ul>	APPLICATION FORM/ INTERVIEW
EXPERIENCE	<ul style="list-style-type: none"> <li>• Basic knowledge and understanding of grounds work</li> <li>• An interest in practical conservation work and habitat management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in grounds maintenance work and the use of mechanical grass cutting equipment</li> <li>• Experience in practical conservation work and habitat management</li> </ul>	APPLICATION FORM/ INTERVIEW



<p>ABILITIES</p>	<ul style="list-style-type: none"><li>• Ability to meet the physical requirements of the role after reasonable adjustments have been made for any illness or disability</li><li>• Ability to work independently and as a lone worker to given work schedule</li><li>• Ability to work as part of a team</li></ul>		<p>APPLICATION FORM/ INTERVIEW</p>
<p>GENERAL SKILLS AND PERSONAL QUALITIES</p>	<ul style="list-style-type: none"><li>• Honesty and a conscientious attitude toward work</li><li>• Attention to detail and accuracy</li><li>• Courteousness and a helpful attitude</li><li>• Flexibility regarding working hours, to accommodate council events if required.</li></ul>		<p>APPLICATION FORM/ INTERVIEW</p>

# The Staff Team

The staff team is split between the Council Offices and the Wolfe Works Yard. There is a strong mix of skills, knowledge and experience in both teams, and regular training and development opportunities leads to well-balanced and informed teams.





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## How to Apply

We do hope the information above has encouraged you to make an application and we look forward to hearing from you.

All applications must be on the council's official application form; CVs will not be accepted. A copy of the application form may be obtained by emailing [jobs@crowboroughtowncouncil.gov.uk](mailto:jobs@crowboroughtowncouncil.gov.uk) or by visiting our website <https://www.crowboroughtowncouncil.gov.uk/about-us/council-staff/current-vacancies/>

If you would like more information about the role, or you would like an informal discussion to learn more about the council and the post before deciding to apply, please contact:

Melanie Street  
Deputy Town Clerk  
[Jobs@crowboroughtowncouncil.gov.uk](mailto:Jobs@crowboroughtowncouncil.gov.uk)  
01892 652907

## Recruitment Schedule

All applications will be considered against the Person Specification and ranked. A short list of applicants will then be drawn up and invited to attend interview. It is expected the interview for this role will take between 30 and 45 minutes and will involve questions about your knowledge and experience, focussing on the Job Description included in this Application Pack.

ACTIVITY	DATE
<b>Closing Date</b>	26 <sup>th</sup> February 2025 (12noon)
<b>Shortlisted Applicants advised</b>	w/c 10 <sup>th</sup> March 2025
<b>Interviews</b>	w/c 17 <sup>th</sup> March 2025