



Job Description

Environmental Support Officers

Status

Salary: £154.14 for 14 hours weekly (£11.01 per hour)

Contract: Temporary part-time contract (variable hours)

Manager: Town Clerk

Base: Lowestoft Town Council sites

Working Environment: Primarily site-based

Hours: 14 hours paid work per week, with flexible working where required (includes some early starts, evenings and occasional weekends)

Pension: None

Qualifications: Experience in related work desirable. Commitment to improving the environment essential.

Role

The Environmental Support Officer is appointed as an environmental champion, helping clean-up the Council's open spaces and buildings.

Responsibilities

Specific

Support staff with the delivery of environmental clean-ups and work with, encourage and support volunteer clean-ups. This will mainly be litter-picks and organising waste for collection by contractors but can also include sweeping, graffiti removal, weeding, shovelling, moving leaves to compost, tidying sites and similar tasks.

Wear Personal Protective Equipment and any uniform provided and use related equipment, such as litter-grabbers, brushes, cleaning equipment and bin bags.

Support Council events, where required, for example litter-picking and managing waste for collection at Remembrance Sunday, and summer concerts etc.

Support building clean-ups. Sometimes called upon for indoor cleaning tasks which might include cleaning basins, toilets, walls and floors.

In winter especially, care for the environment and the public might include gritting and path/surface clearance.

General

Support the Clerk with delivering urgent and emergency work.

Attend training relevant to this role.

Conduct any other tasks and projects, as required and suitable to this post, to help ensure the smooth-running of the Council.

To take responsibility for own health and safety and that of councillors, the public, other staff and other relevant parties, and, as appropriate, to take action or cooperate or report related matters to the Town Clerk and other relevant person. This includes wearing Personal Protective Equipment, where appropriate and required.

Person Specification

Environmental Support Officers

Commitment to improving the environment essential.

Aware of safe practices and the ability to understand and apply safety training.

Wears suitable Personal Protective Equipment

Experience of similar work desirable.

Enjoy working outdoors in all kinds of weather.

Physically fit, as there can be lots of walking, lifting and bending.

Ability to work on own and unsupervised.

Ability to work flexible hours, including early starts, evening (and occasional days at the weekend).

Ability to work on site straight from home.

Warm, outgoing and professional personality.

Behaviour and appropriate clothing for working for a public authority.

Good verbal communication and ability to work well within a team.

Ability to digest and summarise information relevant to the role.

Ability to keep simple records such as mileage and time sheets.

Ability to interact effectively, respectfully and productively with persons of all backgrounds.

Without unspent criminal convictions and prepared to undergo a basic disclosure check.

Driver with own car is preferred. However, non-drivers will be considered as long as they can get to sites independently, as required.