

# Yeovil Town Council



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Community Warden</b>
<b>Grade:</b>	<b>SCP 14 - 17</b> <b>£27,334 - £28,770</b>
<b>Hours of Work:</b>	<b>Permanent 37 hours per week (including evening &amp; weekends)</b>
<b>Responsible to:</b>	<b>Director or Infrastructure (Property &amp; Assets)</b>

### Main Purpose of the Job

Provide a proactive and visible presence in Yeovil communities to improve residents' quality of life and promote stronger and safer communities.

Deliver a trusted community-based service that anticipates and addresses local concerns by implementing preventative and early intervention measures. Collaborating with partners to deliver solutions which will allow Yeovil's residents and communities to thrive.

### Summary of Responsibilities and Duties of the Job

1. To establish and develop relationships with communities, local forums, agencies and organisations and contribute to the development and improvement of community groups and events. Work with autonomy to deliver projects, events and initiatives to address community issues and solve complex problems.
2. Provide a visible presence to promote feelings of safety and engaging with the local community and businesses.
3. To work with partners (for example Yeovil Crime Reduction Team, police, housing, social care) and find solutions for individuals with complex needs and to improve the perceptions of crime and anti-social behaviour within the town of Yeovil.

4. To carry out a range of routine tasks and visual inspections to help ensure facilities are safe, welcoming and compliant.
5. Maintain appropriate records as required, including; work planned and completed, evidence of outcomes achieved and operational administration. Contribute to the planning, monitoring, delivery and promotion of the service, to include; provision of management information, recommendations of improvements to work practices and identification of issues requiring improved processes or policy.
6. To support the protection of the visible amenity of the town through engagement, education, advice and enforcement.
7. To promote the vibrancy of the town centre through information and advice to visitors, helping with directions and supporting event promoters to manage public safety.
8. To respond to queries from business and members of the public across the Town, providing advice and guidance in relation to community safety.
9. Any other appropriate duties or responsibilities, as required by the Director of Infrastructure (Property & Assets).

### **External and Internal Contacts**

The Mayor, Councillors, members of staff, Yeovil Crime Reduction Team, local organisations, local businesses, partner agencies, and members of the public.

Face to face, telephone, written and electronic communication.

### **Working Environment**

Mobile team with touchdown space at various Town Council facilities. Will regularly be required to work at any location within the Town.

### **Health and Safety at Work**

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

### **Equal Opportunities**

Yeovil Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

**June 2025**