

# Yeovil Town Council



## JOB SPECIFICATION

### Community Warden

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>Good standard of education with GCSEs in English and Maths A-C or equivalent</li><li>Applicants must be of good character and have no convictions for any criminal offence.</li><li>Full clean driver's licence and access to vehicle.</li></ul>	<ul style="list-style-type: none"><li>First Aid Qualification</li></ul>
<b>EXPERIENCE, SKILLS &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"><li>Experience of working with the public, particularly vulnerable persons to achieve behaviour change (e.g. as a link worker or social prescriber).</li><li>Proven experience of effective partnership working with a range of stakeholders</li><li>Conflict management, problem solving and experience of dealing with complex individuals and situations</li><li>A good level of fitness and ability to travel to locations in Yeovil is required to support residents and events in the community and outdoors. This includes some evening and weekend work.</li><li>Excellent interpersonal and communications skills with an ability to assess and address needs of an individual or situation through coaching/motivational/interviewing skills.</li><li>Skilled at communicating and presenting information clearly and accurately both verbally, electronically and in writing.</li><li>Good general ICT skills with working knowledge of Microsoft</li></ul>	<ul style="list-style-type: none"><li>Awareness of Health and Safety legislation and requirements</li><li>Awareness of ASB legislation</li><li>Awareness of Equal Opportunities</li><li>Experience of writing statements</li><li>Working knowledge of GDPR legislation</li><li>Knowledge of the operation of a Local Authority</li><li>Knowledge of Yeovil Town Centre</li></ul>

	365 in particular Outlook, Word, Teams and Excel.	
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• An open, honest and positive attitude</li> <li>• An organised, approachable and reliable person who takes responsibility and is accountable</li> <li>• Good team player but able to work using own initiative</li> <li>• Good networking skills and an ability to motivate others</li> <li>• Diplomatic, able to act with discretion and to ensure confidentiality.</li> <li>• Ability to manage own workload and deadlines</li> <li>• Flexible and open to change</li> <li>• Commitment to personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity for innovation and finding creative solutions</li> <li>• Further language skills</li> </ul>

***Please note that an enhanced DBS check will be carried out prior to start of employment***