



Town Hall  
Magdalene Street  
Glastonbury  
Somerset  
BA6 9EL

# GLASTONBURY TOWN COUNCIL

[www.glastonbury.gov.uk](http://www.glastonbury.gov.uk)

## Community Services Officer – Person Specification

Requirement	Essential / Desirable
<b>Qualifications</b>	
Effective numeracy and literacy skills (GCSE Maths and English or equivalent)	Desirable
Certification in the use of chainsaws, strimmers and other horticultural equipment	Desirable
<b>Knowledge</b>	
To understand the importance of risk assessments and effective implementation of Health and Safety requirements and ensure they are upheld in the working environment	Essential
A knowledge of Glastonbury and immediate surrounds	Desirable
An ability to learn quickly, particularly the safe and effective use of machinery in accordance with the instructions provided for the safe use of equipment	Essential
<b>Skills</b>	
Good interpersonal skills with the ability to 'lead by example'.	Essential
Ability to engage effectively with people as the role requires regular liaison with Councillors, residents and fellow staff	Essential
Ability to maintain and effectively operate specific machinery. (Appropriate training will be provided)	Essential
<b>Experience</b>	
Practical experience in the handling of horticultural equipment	Essential
The ability to take instruction, prioritise and implement the required actions with regular reporting to their line manager.	Essential
Direct responsibility for ensuring the effectiveness time management	Essential
<b>Other</b>	
Full driving licence	Essential
Ability to prioritise workloads and manage time effectively	Essential
Reliable and able to work effectively under pressure	Essential
A 'can do' attitude delivered with enthusiasm	Essential
Self-motivated	Essential