



Information for Applicants

*(prospective candidates with web site access should
visit the Council's web site for information
about the role and responsibilities of the Parish Council – link below)*

Croxley Green Parish Council
The Council Offices, Community Way
Croxley Green, Rickmansworth
Hertfordshire WD3 3SU
01923 710250

Email info@croxleygreen-pc.gov.uk
Web www.croxleygreen-pc.gov.uk

Introduction to Croxley Green

Situated in South West Hertfordshire between Rickmansworth to the west and Watford to the east, Croxley Green is a semi-rural village with a population of about twelve thousand and is approximately 4.8km (three miles) from Junction 18 on the M25.

The village has two main claims to fame. Firstly it was the home for over a hundred years of Dickinson Paper Mills who manufactured amongst other things the famous Croxley Script stationery. Secondly it possesses what is probably one of the largest and most beautiful village greens in the country, covering some eleven acres and simply called "The Green".

For over 100 years there have been many and varied celebrations on The Green. Since the war this has been epitomised by an event held every year on the third Saturday in June called the "Revels on The Green". This consists of about sixty stalls representing local organisations ranging from schools and charities to political parties, a procession of floats through the village and three hours of arena events, lasting from 12.00pm to 5.00pm it usually attracts about six thousand visitors.

Introduction to Croxley Green Parish Council

Formed in 1986 Croxley Green Parish Council is very young and as a tier of Local Government is an elected body with discretionary powers and rights laid down by Parliament to represent the community and to provide services for it. The Council must be careful to ensure that it is not unduly influenced by any particular part of the community.

There are over 10,000 parishes in England today and 83% have a population of fewer than 2,500. By this criteria, with a population of over 12,000, Croxley Green may be deemed a major Parish Council. In the 2011 Census, Croxley Green Parish Council in terms of population was ranked 328th out of 9,500 Civil Parishes (over 100 residents).

How Croxley Green Parish Council is Constituted

The Parish Council is situated in Three Rivers district and is split into three wards:

Durrants Ward	8 Members
Dickinsons Ward	8 Members

making a total of 16 Councillors in all, of which one is appointed Chairman and one is appointed Vice Chairman on an annual basis. The Ward boundaries in Croxley Green were changed from three Wards to two Wards in May 2015.

Croxley Green is an independent Council, i.e. it is non-party political and enjoys this status with the tacit approval of all the main political parties.

Council Staff

The Council currently employs four people:

The Clerk	Full time appointment working 37 hours per week
Admin Asst	Full time appointment working 37 hours per week
Senior Ranger	Full time appointment working 37 hours per week
Ranger (<i>vacant</i>)	Full time appointment working 37 hours per week

Meetings

The Council meets on the last Thursday of every month with the possible exceptions of May, August and December.

In May the Council holds its Annual general Meeting at which:

- The Chairman and Vice Chairman of the Council are elected
- Composition of Committees is reviewed and Committee Chairmen and Vice Chairmen are elected
- Council representation on outside bodies and organisations is agreed

The Council does not usually hold any meetings in August with the exception of considering planning applications.

In December the Council usually closes between Christmas and the New Year and the monthly meeting is held earlier.

The Council holds an Annual Parish Meeting in April which is a meeting of the electorate and this is frequently followed by the normal monthly meeting.

Committees

The Council has four main Committees:

Planning and Development Committee usually referred to as the P&D Committee. This Committee currently has five Members one of whom is annually elected Chairman and one Vice Chairman, and usually meets on the first and third Wednesdays of each month and is responsible for such things as:

Town Planning; Public Transport; Road Safety; Neighbourhood and Community Plans; Sign posting

Environment and Amenity Committee usually referred to as the E&A Committee. This Committee currently has seven Members, one of whom is annually elected Chairman and one Vice Chairman, and usually meets on the first Tuesday of each month and is responsible for such things as:

Playing fields; The Green; Open Spaces and Trees; Leisure Activities; Landscaping proposals; Footpath maintenance; Litter conservation & Recycling; War Memorials

The Chairman and Vice Chairman of the Council are ex officio Members of both Committees.

Finance and Administration Committee usually referred to as the F&A Committee. This Committee consists of six Members and these are the Chairman and Vice chairman of the Council who also act as Chairman and Vice Chairman of the Committee, the Chairman and Vice Chairman of the P&D Committee and the Chairman and Vice Chairman of the E&A Committee. The F&A Committee usually meets on the second Thursday of each month and is responsible for such things as:

Finance; Administration; Property

HR & Compliance Committee. This Committee consists of four Members and these are the Chairman and Vice Chairman of the Council and two other elected Councillors. The Committee meets as and when and is responsible for such things as:

Personnel; Councillor compliance to their Code of Conduct; Councillor training



Person Specification - Parish Ranger

Essential	Desirable
<p><i>Education and Training</i></p> <p>Basic qualifications in English and Maths</p> <p>Certificate of competence in chainsaw operation and maintenance</p> <p>Certificate of competence to climb trees/aerial rescue</p> <p>Principles of Manual Handling</p> <p>Certificate of competence in tractor driving</p> <p>Certificate of competence in chipper operations, use of brushcutters and strimmers.</p>	<p>Qualifications in arboriculture or horticulture</p> <p>Handling of pesticides</p> <p>Training in vehicle and grounds equipment maintenance</p> <p>First Aid at Work</p>
<p><i>Experience and Knowledge</i></p> <p>Knowledge in groundworks and horticulture</p> <p>Maintenance of trees and hedges</p> <p>Use of tractor and grass cutting equipment</p> <p>Working in the community</p> <p>Maintenance and servicing of machinery</p> <p>An understanding of environmental issues</p>	<p>Knowledge of rights of way</p> <p>Familiarity with local government</p>
<p><i>Skills</i></p> <p>Ability to easily identify plants, shrubs and trees</p> <p>Ability to follow instructions and work with minimum of supervision</p> <p>Good interpersonal skills</p>	<p>An understanding of the public sector and the responsibilities of local government</p>
<p><i>Personal Circumstances</i></p> <p>Accessibility to Croxley Green</p> <p>Willingness to participate in community initiatives</p> <p>An enthusiasm for groundwork and woodland maintenance</p> <p>A desire to improve the local environment</p> <p>Fitness to enable the postholder to carry out the duties in the job description</p> <p>Current clean driving licence - licence to include towing a trailer</p> <p>Flexible attitude to working hours e.g. weekend working</p> <p>Good health allowing regular attendance at work</p> <p>Willing to develop skills and attend appropriate training courses</p>	



Job Description

Ranger

- Job Title:** Ranger
- Hours of work:** 37hours (07.30am to 4.30pm) less 1hour for lunch Monday to Thursday; 07.30 to 12.30pm Friday
- Base:** The Council Offices, Community Way, Croxley Green, Rickmansworth, Herts, WD3 3SU
- Responsible to:** Senior Ranger or in his absence the Clerk to the Council or in his absence the Administrative Assistant.
- Working with:** Senior Ranger

Summary of Job

- To work with the Senior Ranger on the day to day groundworks and maintenance of The Green, Stones Orchard, rights of way (whether adopted or not), hedgerows, Croxley Hall Woods and other sites within the boundary of the Parish Council;
- To assist in controlling all items held in stock for use in groundworks, repair and maintenance duties;
- To assist in ensuring the serviceability of all vehicles and equipment used in undertaking the necessary groundworks and maintenance duties;
- To assist in contributing to any partnership working and community initiatives as agreed by the Parish Council.

Duties

1. To assist in maintaining the Green and Stones Orchard in accordance with the Ground Maintenance Contract between the Parish Council and Three Rivers District Council;
2. To assist in inspecting rights of way/footpaths (whether adopted or not) within the Parish, including Croxley Hall Woods, and to undertake all necessary works to footpaths, hedgerows and surrounding area to maintain them in good order, accessible to the public and free from litter;
3. To assist in ensuring that all open spaces for which the Parish Council are responsible are free from litter and to regularly empty the litter bins in these areas;

4. To assist in maintaining the litter bins, seats and benches for which the Parish Council are responsible and report any damage to the Clerk;
5. To inspect the Multi-Sports Court (MSC) in Barton Way Recreation Ground and report any damage and ensure the MSC is free from any litter or debris;
6. To assist in carrying out ground maintenance work and plant out such areas as the Parish Office, the horse trough and the Parish Council's Welcome Signs;
7. If Certificate of Competence held, to apply pesticides in a proficient way;
8. To obtain plants, shrubs, bulbs and trees by agreement with the Clerk;
9. To advise the Clerk on any damaged street furniture, notices (including missing public footpath signs), inoperative street lighting and any other obvious defects to street furniture within the Parish boundary;
10. To develop and maintain good relationships with key people in the Parish such as the Police, Police Community Support Officers, Public Officials and residents of the area. To act as an ambassador for and direct link to the Council and treat residents in a respectful manner;
11. To work in partnership with Flowers4Croxley as specified in any agreements between this group and the Parish Council;
12. To work occasional weekends for which time off in lieu will be given e.g. attending the Croxley Revels in June each year;
13. To assist in ensuring that all the Council vehicles, equipment and tools are maintained in a good state of repair and serviceable at all times through regular checks and servicing;
14. Follow appropriate codes of practice for good health and safety procedures as laid down by the Health and Safety Executive and the Parish Council;
15. Undergo any identified training needs, keep up to date with mandatory training and personal development;
16. Carry out any other reasonable duties as may be directed by the Senior Ranger, the Clerk to the Council or in his absence by the Administrative Assistant.

APPLICATION FOR EMPLOYMENT



If there is insufficient space in any of the boxes, please continue on a separate sheet of paper

Position applied for					
Surname					
Maiden name (if applicable)	Marital Status				
Forenames					
Permanent address _____ _____ _____ _____ Postcode _____ Tel No _____ Email _____	Next of kin (or another person to contact in emergency) Name _____ _____ _____ Postcode _____ Tel No _____ Relationship _____				
Do you hold a current car driving licence YES/NO	National Insurance Number				
Do you own a car YES/NO	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 30px;"></td> <td style="width: 25%; height: 30px;"></td> <td style="width: 25%; height: 30px;"></td> <td style="width: 25%; height: 30px;"></td> </tr> </table>				

EDUCATION AND TRAINING

1. FULL-TIME EDUCATION

Name and address of School or College	Dates from/to (month & year)	Certificates, Diplomas, Degrees, etc obtained, and/or expected to be obtained (give subjects taken and grade achieved in each subject – including fails)
a. Secondary Education		

APPLICATION FOR EMPLOYMENT



Name and address of School or College	Dates from/to (month & year)	Certificates, Diplomas, Degrees, etc obtained, and/or expected to be obtained (give subjects taken and grade achieved in each subject – including fails)
b. Technical College, Polytechnic or University – Full time		
c. Day, Evening and Correspondence Courses – Part time		

2. VOCATIONAL TRAINING

- a. Details of any apprenticeships/training in a trade or profession

- b. Details of any vocational or technical courses taken not included above

Are you a member of any Professional or Technical Bodies? Please give names in full (not abbreviated) and state grade of membership.

EMPLOYMENT

1. PRESENT EMPLOYMENT

Employer's name and address (if unemployed, please state)	Nature of business
Postcode Tel No	Name and position of person to whom responsible
Present salary and allowances	Date Commenced

APPLICATION FOR EMPLOYMENT



Present position and brief description of duties
Reason for wishing to leave present employment
When will it be in order to approach your present employer for references

2. PREVIOUS EMPLOYMENT Please give details of all previous employment, including service in H. M. Forces and periods of unemployment, starting with the post immediately prior to the one above and working back in time.

Dates from/to (month & year)	Employer's name and address	Position held and brief details of duties	Reason for leaving and salary and allowances on leaving

Outline any specialised experience you have, or any information you consider may be of value
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APPLICATION FOR EMPLOYMENT



Give indication of leisure activities

Are you actively involved in the work of any society, organisation, committee or Local Government, or a Voluntary or Armed Service Reservist? Please give details.

What prompted your application (Friend, Advertisement, Job Centre, Agency etc)? If friend, please give name. If an advertisement, please give name of newspaper or journal and date of issue.

When could you commence employment

I DECLARE THAT ALL THE INFORMATION GIVEN IN THIS APPLICATION FORM AND ANY OTHER DOCUMENTS RELATING TO THIS APPLICATION IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECT.

Signed _____ Date _____