

EAST BEDLINGTON Parish Council



Outdoor Services Officer - 21 hours per week

Salary: Scale NALC LC1 pt 7-12 £25,584-£27,711(pro rata) depending on experience.

Are you someone who enjoys working outdoors, takes pride in maintaining public spaces, and wants to make a meaningful difference in your local community?

East Bedlington Parish Council is seeking a dedicated and proactive Outdoor Services Officer to join our team. This is a varied, hands-on role where no two days are the same — from inspecting and maintaining public play areas and bus shelters to helping manage allotments, floral displays, and liaising with service providers. If you're someone who combines maintenance skills with a community-focused approach, we'd love to hear from you.

Key Responsibilities:

- Weekly inspections of playgrounds and outdoor gym equipment, recording risks and performing or recommending repairs.
- Monitor and maintain other council assets including bus shelters, notice boards, seats, and litter bins.
- Liaise with contractors, suppliers, and local authorities.
- Conduct regular allotment inspections and support tenants with plot management.
- seasonal tasks such as festive lighting, floral displays, and orchard care.
- Provide occasional office cover and support with administrative tasks and public enquiries.
- Ensure all activities are properly documented and reported using council systems.

What We're Looking For:

Essential:

- Experience in general maintenance and outdoor work
- Friendly, approachable manner.
- Functional Skills Level 2 (or equivalent) in Maths and English.
- ICT competence (Word, Excel, Outlook).
- Ability to work independently and manage time effectively.
- A problem-solving mindset and practical, can-do attitude.
- Full driving licence and access to own transport.
- Able to work outdoors year-round.
- Enhanced DBS Check required and subsequent re-checks.

Why Join Us?

This is your chance to be part of a small, supportive team where your work will be visible, valued, and appreciated by the entire community. You'll have the opportunity to shape and protect local spaces, interact with residents, and bring a personal touch to your role.

To Apply:

To request an application form or for more information, please contact:

Jennifer Tindale
Parish Clerk & Responsible Financial Officer
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Closing date: 9am 23 May 2025