



Ashington Town Council
Town Hall, 65 Station Road
Ashington
Northumberland
NE63 8RX

15th November 2023

Dear Applicant

Re: Allotment Officer Role with Ashington Town Council

Thank you for your interest in the Allotment Officer role with Ashington Town Council. We are looking for someone passionate about supporting our allotments.

Key Responsibilities:

This role is being developed to support the Council in its statutory duty to provide allotments. For several years Ashington Town Council has been the landlord of eight separate sites, over 800 plots, with several sites managed by allotment associations.

Those sites being directly managed by Ashington Town Council are:

Hirst East End (47 plots)
North Seaton Colliery (70 plots)
Nursery Park (18 plots)
Woodhorn Road 286 (plots)

Those sites being managed by Allotments Associations are:

Green Lane (98 plots)
High Market (171 plots)
Seaton Hirst (72 plots)
Wansbeck Road (53 plots)

The Council has worked with associations to raise standards on allotments, and in carrying out this work has developed new agreements, conditions, and rules. In keeping with the Council's priority to improve the environment by providing a safe and pleasant place to live, we recognise that this applies to allotments also.

The Allotment Officer will support the pursuit of this priority and will represent the Council's allotment service by actively managing, monitoring, and maintaining sites. This will involve building positive relationships with allotments holders, allotment associations, and other stakeholders.

This is an exciting opportunity to join our small but hardworking team focused on improving Ashington's environment and serving our community.

Tel: (01670) 624521 Mobile: 07726954934
E-mail: sarah.eden@ashingtontowncouncil.gov.uk
Website: www.ashingtontowncouncil.gov.uk
<https://www.facebook.com/ashingtontowncouncil>
<https://www.instagram.com/ashingtontc/>

About the Role:

Salary: £29,269 - £32,076

Hours: 37 hours/week (flexible working considered)

Benefits:

- ❖ National Terms and Conditions of Employment (NJC Green Book).
- ❖ Local Government Pension Scheme.
- ❖ In addition to the normal bank and public holidays, 26 working days' leave in each leave year (pro rata for part-time employees).
- ❖ 2 extra statutory days (the timing of these extra-statutory holidays will be by mutual arrangement and must be taken at times convenient to the Council).
- ❖ Commitment to ongoing training and development.
- ❖ Consideration of flexible working, following successful completion of a probationary period.
- ❖ Consideration of working from home, following successful completion of a probationary period.

About the Council:

Ashington Town Council serves a population of over 28,000 residents. We aim to keep our town clean and green, fight climate change, support community events and projects, and provide a safe, pleasant place to live.

As Allotment Officer, you'll help further our mission by ensuring excellent standards across our allotment sites.

How to Apply:

Please access the job description and person specification and complete the application form provided. CV's will be accepted but please ensure they contain information that supports your suitability for the role, based on the job description and person specification provided.

Email applications to sarah.eden@ashingtontowncouncil.gov.uk or post them marked "FAO Sarah Eden".

Closing date and selection

The closing date for applications is 8th December 2023. All applicants will be acknowledged. Shortlisted applicants will be invited to interview prior to the Christmas break.

We look forward to your application. Please get in touch if you have any questions.

Kind regards



Sarah Eden
Executive Officer