**Trainee Parks and Open Spaces Officer**
**Location:** Newbury, Berkshire
**Salary:** £23,656-£24,027
**Hours:** Full time
**Contract:** Permanent

Are you passionate about green spaces and ready to take your first step into a rewarding career in parks and open spaces management?

Newbury Town Council is looking for a dedicated **Trainee Parks and Open Spaces Officer** to support the care and development of our much-loved parks, playgrounds, and open areas. This is a fantastic opportunity to gain hands-on experience while helping to maintain and enhance Newbury’s outdoor spaces for the community.

**About the Role**

As a Trainee Officer, you will:

* Assist in monitoring and delivering our grounds maintenance contract
* Support park inspections and follow-up repairs
* Help maintain asset records (e.g., benches, bins, play equipment)
* Contribute to key community initiatives like **Newbury in Bloom** and **Green Flag** awards
* Liaise with contractors, the public, and external agencies
* Undertake basic health and safety inspections and reporting
* Take a proactive role in addressing vandalism and open space concerns

**Who We’re Looking For**

We’re seeking someone who is:

* Enthusiastic and willing to learn
* Able to work independently and within a team
* Comfortable using Microsoft Office software
* Great with people and committed to excellent customer service
* Physically able to assist with outdoor tasks and inspections
* Eager to take part in relevant training and certifications

A full driving licence is desirable. Previous experience working with contractors or in a parks/open spaces setting would be a bonus but is not essential.

**Why Join Us?**

You’ll be part of a small but dedicated team making a visible difference across Newbury. Your work will directly impact residents and visitors alike. We also offer training opportunities, support for personal development, and a workplace that values sustainability, health and safety, and equality.

**Closing Date:**  30 May 2025

**To Apply:** Visit [www.newbury.gov.yk/vacancies](http://www.newbury.gov.yk/vacancies) email applications to kym.Heasman@newbury.gov.uk