



Stotfold Town Council

Recruitment Pack

Town Ranger Supervisor

February 2026

Introduction

Thank you for your interest in the Town Council's advertisement for the Town Ranger Supervisor role. We trust that you will find this recruitment information pack, together with the job advertisement, job description and person specification enclosed of assistance in deciding to apply.

This pack contains useful information which we hope will help you deciding to apply for a role at Stotfold town Council.

If you would like to apply, please complete the separate application form (CVs are not acceptable) and submit it by email to recruitment@stotfoldtowncouncil.gov.uk by Monday 2 March 2026, by 09:00 or by post to:

Emma Payne, Town Clerk
Stotfold Town Council
Greenacre Centre
Valerian Way
Stotfold SG5 4HG

This recruitment pack will not form any part of any subsequent contract of employment.

If you have any questions on the information contained within this pack, the selection process, or you would like an informal discussion on the role, please contact Emma Payne, Town Clerk 01462 730064 emma@stotfoldtowncouncil.gov.uk

If because of a disability or impairment, you would like us to make any special arrangements concerning the completion of your application, or attending the interview, please let us know.

Table of Contents

Introduction	2
Key Dates	3
Welcome	4
Why Work for Stotfold Town Council?	6
Our Impact – What we Deliver	6
Our Values and Ways of Working	7
Stotfold – An Introduction	8
Stotfold Town Council – An Introduction	9
Advertisement - Town Ranger Supervisor	11
Job Description And Person Specification - Town Ranger Supervisor	12
Key Terms and Conditions of Employment.....	17
GDPR Notice	18
Application and Selection Process	18
Application Procedure	18
Selection Process	19
Appointment and Commencement.....	19

Key Dates

Closing date for the receipt of applications	Monday 2 March 2026, 09:00
Shortlisted candidates' invitation to interview	by Tuesday 3 March 2026
Formal interviews	Thursday 6 March 2026

Welcome

You are joining Stotfold Town Council at an important time for the town and its public spaces. Our parks, open spaces, play areas and street-scene assets are highly valued by residents, and maintaining them to a high standard is central to how the Council serves its community.

The Town Ranger Supervisor plays a vital role in this work. This is a hands-on leadership position that combines operational expertise with the ability to motivate and support a frontline team. The postholder will help ensure that our open spaces are safe, welcoming and well cared for, and that residents can take pride in the places they use every day.

Working in local government at town council level is both challenging and rewarding. The work carried out by our officers is highly visible and has a direct impact on the quality of life in Stotfold. We value professionalism, teamwork and a strong commitment to public service, and we support our staff to take ownership of their areas of responsibility and continuously improve the services they deliver.

As Mayor, working closely with the Town Clerk and Deputy Clerk, I can assure you that Stotfold Town Council is committed to maintaining high standards, investing in its people, and supporting officers to succeed in their roles. If you are appointed as Town Ranger Supervisor, you will be encouraged to lead by example, contribute ideas, and help shape the future of Stotfold's public realm.

I wish you every success in your application and thank you for your interest in working with Stotfold Town Council.



Cllr Steve Buck, Mayor, Stotfold Town Council





Thank you for your interest in the Town Ranger Supervisor role at Stotfold Town Council. I hope this recruitment pack gives you a clear picture of both the position and the organisation and encourages you to apply.

Stotfold Town Council manages a wide range of parks, open spaces, play areas and community assets that are used daily by residents and visitors. Maintaining these spaces to a high standard, ensuring they are safe and welcoming, and responding effectively to local needs are core responsibilities of the Council. The Town Ranger Supervisor plays a key role in delivering this work, providing day-to-day leadership to the Town Rangers and helping to ensure that our public realm services are well organised, compliant and customer focused.

This role is both operational and hands-on. It requires someone who can lead by example, set clear standards, and support the team in delivering consistent, high-quality outcomes on the ground. You will work closely with the Deputy Clerk and other officers, as well as with councillors, contractors and community groups, to ensure that our open spaces and public areas continue to meet the expectations of the community.

Stotfold Town Council is a professional and supportive employer. We value practical expertise, good judgement and a strong commitment to public service, and we invest in our staff through training, clear structures and positive working relationships. This is an excellent opportunity for an experienced supervisor to make a visible difference to the town and to help shape the future of our public realm services.

If you would like an informal conversation about the role or have any questions about the recruitment process, please do not hesitate to contact me.

A handwritten signature in black ink, appearing to read 'Emma Payne'.

Emma Payne, Town Clerk, Stotfold Town Council
emma@stotfoldtowncouncil.gov.uk 01462 730064

Why Work for Stotfold Town Council?

Stotfold Town Council offers the opportunity to work in a professional, supportive local government environment where officers are trusted to lead, innovate, and deliver. As the first tier of local government, the work we do is highly visible and has a direct impact on the everyday lives of residents.

We are an ambitious and forward-thinking council, guided by a clear Strategic Plan that sets priorities and provides a strong framework for decision-making. Officers are encouraged to work collaboratively, bring forward ideas, and focus on delivering high-quality outcomes that support community wellbeing, pride of place, and good governance.

This role offers the chance to make a genuine difference, shaping how the Council engages with residents, delivers community and civic events, and communicates its work. You will be supported by elected Members and senior officers who value professionalism, openness, and continuous improvement.

Our Impact – What We Deliver

Stotfold Town Council plays a central role in supporting community life across the town. We manage and maintain a wide range of community assets, deliver civic and community events, and work closely with local groups, organisations, and partners to respond to local needs.

Our work includes:

- Delivering a growing programme of civic, cultural, and community events that bring people together
- Managing key community facilities, open spaces, and recreational assets
- Supporting local organisations, volunteers, and community initiatives
- Communicating clearly with residents through a range of channels, including digital platforms and publications
- Consulting with residents and feeding local insight into policy, service delivery, and long-term planning

The Town Ranger Supervisor will play a key role in translating the Council's strategic objectives into visible, well-delivered activity that residents can see, attend, and engage with.

Our Values and Ways of Working

At Stotfold Town Council, how we work is as important as what we deliver. We are committed to creating a positive and respectful working environment where officers and Members work together constructively in the best interests of the community.

Our ways of working are underpinned by:

- Collaboration – working openly with colleagues, Members, residents, and partners
- Professionalism – maintaining high standards of conduct, communication, and delivery
- Accountability – using public resources responsibly and delivering value for money
- Inclusivity – ensuring our services, events, and communications are accessible and welcoming
- Continuous improvement – learning from experience and seeking better ways to engage and deliver

We support our staff through clear governance structures, appropriate training and development, and a culture that values initiative, creativity, and constructive challenge.



Stotfold – An Introduction

Stotfold is a growing town in south-east Bedfordshire, close to the Hertfordshire border. Covering approximately 2,200 acres, it is a large parish with a strong sense of identity and community.

The town benefits from excellent transport links, including proximity to the A1 and Arlesey railway station, making it a popular place to live. Over the past decade, Stotfold has experienced significant residential growth, with a corresponding increase in population and demand for community facilities, services, and engagement.

Local government in Bedfordshire operates under a unitary structure, with Central Bedfordshire Council responsible for principal authority services. Stotfold Town Council operates as the first tier of local government, working closely with partners to represent local interests and deliver services that support community wellbeing.

Stotfold has a rich heritage, reflected in its historic buildings, green spaces, and long-standing community traditions. These assets, alongside ongoing growth and change, shape the Town Council's role in balancing continuity with future-focused planning and engagement.



Picture – Chris Nurse

Stotfold Town Council – An Introduction

Town/Parish Councils make up the first tier of local government in England and are the layer of local government closest to the communities they represent. There are some 10,000 Councils at Parish level in England. As a tier of local government, they are elected bodies, with discretionary powers laid down by Parliament to represent their communities and provide services for them.

Elections to the Town Council are held every 4 years, with the next elections in May 2027.

The Council's responsibilities include:

- Hitchin Road Recreation Ground
- Riverside Playing Field
- The Green
- Arlesey Road Recreation Ground
- Greenacre Park
- Millennium Green
- Jubilee Wood
- Centenary Wood
- Stotfold Cemetery
- Town Council owned street lighting
- Memorial Hall
- Greenacre Centre
- Pix Brook Play Area
- Public Conveniences and Car Park – Brook Street
- Public Conveniences - Arlesey Road (Arlesey Road/Football Club car park)
- Allotment Sites in the Town - Norton Road and Common Road

The Town Council comprises of fifteen councillors, including the Mayor and Vice Mayor. There are four main committees plus Full Council meetings.

▲ STOTFOLD TOWN COUNCIL – COMMITTEE STRUCTURE

FULL COUNCIL

Public Realm

Facilities Management
(buildings, street lights)
Leisure Management
(play areas, allotments)
Recreation Management
(open spaces)
Cemetery
Highways

Personnel Support:
Town Clerk
Deputy Clerk, Amenities Team Leader,
Open Spaces Officer, Project Officer

Community Engagement

Community Engagement
Communications and Media
Youth Services

Personnel Support:
Town Clerk, Deputy Clerk,
Community Engagement Officer

Governance & Resources

Policy Review and Development
Financial Management
Risk Management
Human Resources
Strategic Management of Health and Safety

Personnel Support:
Town Clerk

Building Management

Management of all built assets including
building specific health and safety and
compliance considerations

Personnel Support:
Town Clerk
Deputy Clerk
Projects Officer

Advertisement – Town Ranger Supervisor

Stotfold Town Council is seeking to appoint an experienced and motivated Town Ranger Supervisor to take a leading, hands-on role in the delivery and development of the Council's open spaces and public realm services. This is a working supervisory position, combining direct practical involvement in day-to-day maintenance activities with responsibility for coordinating the Town Rangers and overseeing contractor performance.

The postholder will be actively engaged in the physical upkeep, inspection and improvement of parks, play areas, open spaces, allotments, cemetery grounds and wider street-scene assets, working alongside the Town Rangers to ensure that facilities are safe, well-maintained and welcoming for residents and visitors. In addition to undertaking operational duties, the role will involve planning and supervising workloads, setting standards through visible leadership, and promoting a strong culture of safe working practices across the team.

Key Responsibilities

- Work directly alongside the Town Rangers in the inspection, maintenance and improvement of council-owned open spaces and assets
- Supervise, motivate and support the Town Rangers, ensuring consistent service standards and adherence to safe systems of work
- Plan and allocate daily operational tasks, adapting priorities in response to changing demands and seasonal requirements
- Undertake and oversee minor repairs, grounds maintenance and environmental improvement work
- Ensure compliance with health and safety legislation, risk assessments and statutory inspection regimes
- Maintain accurate operational records relating to inspections, faults, repairs and asset management
- Provide practical support in the delivery and set-up of council-led community events
- Act as a visible on-site representative of the Council when engaging with residents, councillors and community stakeholders
- Identify and implement opportunities to enhance service delivery and operational efficiency

About You

You will bring demonstrable experience of working within an open spaces, public realm or maintenance environment and will be comfortable balancing supervisory responsibilities with direct practical involvement in service delivery. You will lead from the front, setting expectations through your own approach to quality, safety and productivity, and will be confident managing staff, equipment and competing operational priorities.

- Experience supervising or leading a small operational or maintenance team
- Experience working in open spaces, public realm or a similar environment
- Strong understanding of health and safety and safe systems of work
- Practical experience using hand and power tools
- Full UK driving licence
- A positive, proactive and customer-focused approach

Relevant qualifications or certifications (such as First Aid at Work, playground inspection, grounds maintenance or plant operation) are desirable, as is experience in a local government or town/parish council setting.

Terms and Conditions

- 37 hours per week
- Salary: £35,412-£39,152 (scale 24-28)
- 25 days annual leave plus bank holidays, rising to 30 days after 5 years.
- Occasional weekend and evening working for events
- Pension

How to Apply

For an application form and recruitment pack, please email recruitment@stotfoldtowncouncil.gov.uk.

If you'd like an informal chat about the role, please call Emma Payne 01462 730064

Closing Date: Deadline for applications is Monday 2 March 2026, 0900

Interviews: Thursday 5 March 2026.

We welcome applications from all sections of the community and value diversity in our workforce.

Job Description and Person Specification – Town Ranger Supervisor

Job Purpose

The Town Ranger Supervisor will lead, coordinate and develop the Town Council's open spaces and public realm operations, working closely with the Deputy Clerk and Open Spaces Officer to ensure high-quality, safe, and well-maintained public spaces across Stotfold.

This role provides day-to-day operational supervision of the Town Rangers and contractors, ensuring repairs, inspections, maintenance and improvement works are delivered to a high standard and in line with statutory requirements, council policies, and the strategic direction of the Town Council. It is also a hands-on role, covering gaps in the service provision.

The postholder will champion customer service, community engagement, and a positive public-facing presence, supporting Stotfold's parks, play areas, recreation grounds, allotments, cemetery, and street-scene assets.

They will take an enabling leadership approach that embeds a "safe, proactive, accountable, and community-minded" culture across the team

Key Responsibilities

Leadership & Team Management

- Supervise, motivate and support the Town Rangers, ensuring consistent standards, safe working practices and positive team culture.

- Lead daily briefings, allocate tasks, agree priorities, monitor progress and adapt schedules to changing operational demands.
- Coach and develop team members, identifying training needs and supporting skills progression.
- Support the induction, mentoring and integration of new staff, apprentices or temporary workers.
- Model high standards of behaviour, professionalism, and customer service at all times

Open Spaces Operations & Maintenance

- Oversee the routine inspection and maintenance of:
 - parks, open spaces, rights of way
 - play areas and equipment
 - benches, street furniture, noticeboards and signage
 - allotments
 - cemetery grounds (excluding burial administration)
- Ensure the team undertakes minor repairs, painting, cleaning, vegetation management, site clearances, litter removal, bin emptying, and general upkeep across council sites, maintaining high standards.
- Ensure timely reporting and rectification of damage, vandalism, flyposting and graffiti.
- Organise and oversee small-scale improvement works such as minor landscaping, footpath repairs, vegetation control, and infrastructure upgrades.
- Oversee maintenance requirements for buildings
- Support delivery of council events, including setting up equipment, signage, barriers and providing operational support.

Safety, Compliance & Asset Management

- Ensure all work is carried out safely and in accordance with risk assessments, method statements, PPE requirements, and statutory regulations.
- Develop and maintain risk assessments for open spaces activities in conjunction with the Open Spaces Officer.
- Maintain accurate records using council systems, inspections, faults, job sheets, repairs, and asset management updates.
- Ensure the safe use, maintenance and security of tools, machinery, equipment and vehicles.
- Undertake regular vehicle/equipment checks and coordinate servicing/repairs.
- Complete or oversee weekly playground inspections to EN1176 standards.

Customer, Community and Stakeholder Engagement

- Be a visible and approachable representative of the Council across the town, engaging positively with residents, community groups, visitors, businesses and sports clubs.
- Respond professionally to enquiries, service requests and concerns raised by councillors, residents or partners.
- Build constructive working relationships with volunteer groups (including TEASEL) and support their safe involvement in council land.
- Promote a positive image of the Council at all times.

Service Improvement & Development

- Identify opportunities to improve open spaces, operational practices, and service delivery.
- Recommend changes that support the Council's strategic priorities, environmental goals and resident expectations.
- Support the Deputy Clerk in developing long-term maintenance plans, asset lifecycle plans and equipment procurement strategies.
- Identify opportunities for income generation or bringing functions in-house where beneficial.

Other Duties

- Promote the values, reputation, and customer-service culture of Stotfold Town Council.
- Adhere to all Council policies including Health & Safety, Safeguarding, Equality, and Data Protection.
- Ensure PPE and uniform are always worn appropriately while working in the community.
- Proactively identify opportunities for service improvement or operational efficiency.
- Undertake learning and development to support professional growth and service improvement.
- Promote equality, diversity and inclusion in all aspects of the role.
- Carry out any other duties commensurate with the grade of the post as directed by the Town Clerk.

Working Conditions

- Outdoor, physical work in varied weather.
- Lone working.
- Occasional evenings/weekends for events or urgent tasks.
- Use of council vehicles, tools, and equipment.

TOWN RANGER SUPERVISOR

Person Specification

Criteria	Essential	Desirable
Qualifications		
Full UK driving licence	✓	
First Aid at Work certificate	✓	
Training/competency in use of grounds or maintenance equipment (e.g. strimmers, hedge cutters, mowers, small plant)	✓	
RPII Operational Playground Inspector		✓
Certificates for pesticides/PA1/PA6, chainsaw, tree inspection, IPAF, CSCS, or similar		✓
Chapter 8 / NRSWA Signing, Lighting & Guarding		✓
Experience		
Experience supervising or leading a small operational/maintenance team	✓	
Experience working in an open spaces/public realm/maintenance environment	✓	
Experience working directly with the public and community groups	✓	
Experience carrying out repairs using hand & power tools	✓	
Experience undertaking site inspections and completing records	✓	
Experience of landscaping, horticulture, grounds maintenance, arboriculture or countryside management		✓
Local government or parish/town council experience		✓
Cemetery, allotments or play inspections experience		✓
Knowledge & Skills		
Good understanding of open spaces, play areas, public realm or maintenance operations	✓	
Strong understanding of health & safety, safe working practices and risk assessments	✓	

Criteria	Essential	Desirable
Ability to plan workloads, allocate tasks and manage shifting priorities	✓	
Ability to use basic IT systems (Outlook, Teams, asset management systems etc.)	✓	
Ability to develop positive working relationships with staff, councillors, contractors and the public	✓	
Knowledge of building maintenance		✓
Knowledge of grounds equipment servicing requirements		✓
Understanding of local authority roles, duties and responsibilities		✓
Personal Qualities		
Proactive, positive and “can-do” approach	✓	
Physically fit due to level of manual work required	✓	
Calm, professional and customer-focused manner	✓	
Able to work independently and take initiative	✓	
Strong team player who leads by example	✓	
Flexible and adaptable to changing operational demands	✓	
Commitment to equality, inclusion and excellent public service	✓	
Willingness to work occasional evenings/weekends	✓	

Key Terms and Conditions of Employment

General

The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.

Salary

The salary is in the range of Salary Scale £35,412 - £39,152 (SCP 24-28 per annum)

Working Week

The normal full-time working week is 37 hours per week to be agreed with the successful candidate between 0800-1800

Annual Leave

25 working days (increased after 5 year's continuous local government service) plus 8 days bank and public holidays.

Pension

You will automatically be enrolled in the Council's chosen pension scheme, and more information will be provided to you as part of your joining pack.

Probation

6-month probationary period.

Code of Conduct and Staff Handbook

Stotfold Town Council abides by the Code of Conduct, in accordance with the policies outlined in the Council's Staff Handbook. A copy of the Staff Handbook is made available to every member of staff.

Pay Method

Salary is paid on the 20th day of the month, directly by credit transfer to a bank or building society.

Salary Review

The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations which are usually effective from 1 April.

Work Location

The Barn, Arlesey Road, Stotfold with attendance at other locations as required and when necessary.

Expenses

Car mileage allowance is payable in accordance with the casual user provisions in the Council's policy.

Other Terms

All staff are required to operate within the Council's code of practice on confidentiality. A no smoking policy is in operation in the Council's buildings and vehicles.

Notice Period

After completion of the probationary period, 1 months on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice of termination of your employment which you are entitled to receive from the Council in writing after completion of any probationary service, period is three months.

GDPR Notice

As part of any recruitment process, Stotfold Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Our full [Privacy Notice](#) can be found on our website.

Application and Selection Process

Recruitment Schedule

The proposed recruitment timetable is as follows – any changes will be advised as required.

Closing date for the receipt of applications Monday 2 March 2026, 09:00

Shortlisted candidates' invitation to interview by Tuesday 3 March 2026

Formal interviews Thursday 5 March 2026

Application Procedure

You should complete the Town Council's application form in full and not disregard any sections. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Advertisement, Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills, and personal style are clearly described to give you the best opportunity in the short-listing process. Please note you will be required to show documentary proof of qualifications claimed at interview.

Completed application forms should be headed 'Confidential – Application for the Post of Town Ranger Supervisor and received by 09:00 **on Monday 2 March 2026** to recruitment@stotfoldtowncouncil.gov.uk or via post to:

Emma Payne, Town Clerk
Stotfold Town Council
Greenacre Centre
Valerian Way
Stotfold
SG5 4HG

Previous applicants need not apply.

Selection Process

If you are unable to attend the interview date if shortlisted, please advise when completing your application form.

Candidates who are shortlisted will be notified by **Tuesday 3 March 2026**.

Formal interviews will be undertaken by the Council's interview panel at the Greenacre Centre on **Thursday 6 March 2026**. Interviews will be structured to assess candidates' competence and suitability for the post.

Appointment and Commencement

It is anticipated that the successful candidate will be notified on or around **Friday 6 March 2026**, with a commencement date depending on the successful candidate's notice period.

References

If you are shortlisted, references will normally be applied for in advance of the interview, unless you have identified in your application that you do not give the Council permission to do so. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are offered the post.

Proof of Eligibility to Reside and Work in the UK

In accordance with its legal obligations, the Council will require you to provide proof that you are legally able to resident and work in the UK. If you are successful in your application before commencing employment.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

Equality Positive Action (where applicable)

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

- The candidate has a protected characteristic that is underrepresented in the workforce.
- People with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

Further Information

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving. However, if you have any questions on the information in the Recruitment Pack or any aspect of the appointment or the recruitment process, please do not hesitate to contact the Town Clerk as set out in the Introduction earlier in the Pack.

This Recruitment Pack has been prepared to provide candidates with information on the role and Stotfold Town Council but does not form part of any future contract of employment.