



# *Bathurst Park and Recreation Trust*

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Registered Charity No: 298305

## **Job Description**

**Job Title:** Part-Time Gate Keeper

**Location:** Bathurst Park, Lydney

**Employer:** Bathurst Park and Recreation Trust

**Hours:** Part-time – approx. 9 hours per week (Summer), 4 hours per week (Winter)

**Contract Type:** Permanent

**Salary:** Minimum Wage

## **Main Purpose of the Role:**

The Gate Keeper is responsible for the timely opening and closing of the gates to Bathurst Park and its associated car park, as well as managing the Pavilion alarm system when sporting fixtures take place. This role ensures the park is secure and accessible to the public and park users during appropriate hours throughout the year.

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## **Key Responsibilities:**

### **Summer Months (Approx. April – End of October):**

- Open the park and car park gates each Saturday and Sunday morning (1 hour each morning).
- Close the park and car park gates each evening at dusk (Monday to Sunday, 1 hour per evening).
- Check the Pavilion for any sporting fixtures:
  - Deactivate the alarm and ensure the building is secure before use.
  - Re-secure and reactivate the alarm after use.

### **Winter Months (Approx. November – End of March):**

- Open the park and car park gates each Saturday and Sunday morning (1 hour each morning).
- Close the park and car park gates each Saturday and Sunday afternoon (1 hour each afternoon).
- Manage the Pavilion alarm system as in the summer months, depending on fixture schedules.

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### Person Specification:

| Criteria                   | Essential  | Desirable   |
|----------------------------|--|---|
| <b>Experience</b>          | Basic facility or building security (or similar role)  | Experience working with a community park or recreational facility |
| <b>Knowledge</b>           | Understanding of basic alarm systems and security routines   | Familiarity with Bathurst Park or local area                      |
| <b>Skills</b>              | Good timekeeping and reliability<br>Ability to work independently<br>Attention to detail   | Ability to liaise with local sports clubs or community users      |
| <b>Personal Attributes</b> | Trustworthy and responsible<br>Flexible and able to adapt to seasonal changes<br>Committed to maintaining a safe and welcoming environment | Friendly and approachable   |
| <b>Other Requirements</b>  | Availability every day for evening lock-up during summer months<br>Available Saturday and Sunday mornings year-round                       | Living locally to Lydney for ease of access                       |

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### Additional Information:

- A key and alarm code will be provided following training.
- The successful applicant will be expected to work independently and may occasionally liaise with local sporting groups.
- This is an ideal position for someone seeking a small, reliable role within the local community.
- Any other duties as requested by management