

Job Description



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| Job Title: Sessional Allotments Assistant | Service Area: Parks and Green Spaces Operations Team | |
| Directorate: Environment & Sustainable Transport Directorate | Post Number: Fusion | Evaluation Number: 7791 |
| Grade: Scale 4 | Date last updated: 26 March 2026 | |

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

We are seeking sessional staff to support the parks team to deliver an improved Newham Allotment service and event or engagement days. This role will be supporting a number of functions including but not exhaustive; allotment viewings, inspections, engagement days, clear up days and events.

We are striving to offer a fair, high quality service whilst ensuring plot holders comply with all legislation, policies and industry published guidance.

To ensure full compliance with the Councils policies, standards and procedures relating to Health and Safety, Human Resources, Equality and Diversity, Customer Care etc.

Job Summary

1. The post holder reports to the Parks Operations Manager
2. The post holder will be based at the Central Depot, E6 but will be required to work outdoors across allotments, parks and green spaces within Newham.
3. The post holder will support the parks team on all allotment-related matters in accordance with the allotment tenancy agreement, other Council policies, current legislation and industry-published guidance.
4. The post holder will be required to work weekends, occasional evenings and occasional public holidays in order to meet the service requirements, and to ensure appropriate operational service delivery and representation of the Council with residents, the Mayor and elected members, and external bodies.
5. The post holder will not have management or finance responsibilities.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

Assist in the smooth running of the day-to-day operations of the parks and allotment service, including;

- Supporting allotment viewings for new plot holders
- Supporting inspections of plots
- Attending engagement days
- Assisting with site clear up days
- Supporting with events

To work as part of a team to support the delivery and implementation of the allotment policy and allotment management plan

Proactively monitor and manage standards of cultivation by carrying out plot inspections and completing spreadsheets, ensuring compliance with the requirements of the tenancy agreement and management procedures.

Actively provide basic advice and support to allotment tenants and committees on allotment procedures and rules

Ensure all issues and complaints are reported to your Line Manager or Lead Officer

Support the implementation of small-scale projects and initiatives to improve the allotment offer for tenants

Ensure that all plot holders adhere to their Tenancy Agreement and Health and Safety policies

Attend committee and tenant engagement meetings on site as requested

Attend Parks events, engage with residents and other stakeholders. Supporting events at weekends, evenings and public holidays.

Other Duties

To undertake any other relevant duties to assist with the service objectives

Personal Specification



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| Grade: | Date last updated: | |

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

| CRITERIA- Essential | METHOD OF ASSESSMENT |
|--|--------------------------------|
| KNOWLEDGE: | |
| Understanding of Health and Safety legislation and its practical application | Application Form and Interview |
| Understanding of gardening | Application Form and Interview |
| Understanding of food growing | Application Form and Interview |

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| <p>Knowledge of the benefits of biodiversity</p> <p>Knowledge of excellent customer care principles</p> | <p>Application Form and Interview</p> |
| <p>EDUCATION/QUALIFICATIONS</p> <p>GCSE English and Maths at Grade C/4 or above (or equivalent)</p> | <p>Application Form and Interview</p> |
| <p>EXPERIENCE:</p> <p>Experience of working in a customer facing environment</p> <p>Experience of cultivating fruit and vegetables</p> <p>Experience of working with residents</p> <p>SKILLS AND ABILITIES:</p> <p>Ability to maintain effective and productive working relationships with a range of stakeholders</p> <p>Ability to follow instructions</p> <p>Good level of communication skills</p> <p>Ability to listen and respond sensitively to tenants whilst adhering to the Councils policies</p> <p>IT-literate across Microsoft Office Word, Outlook, Excel and PowerPoint</p> <p>Good organisational skills</p> | <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> |
| <p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to deal effectively and sensitively with residents, committees and plot holders</p> <p>Being approachable and positive about Newham's Allotments, Parks and Green Spaces</p> <p>Being proactive in resolving issues whilst working within the</p> | <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> |

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| <p>boundaries of the relevant policies and procedures</p> <p>Excellent organisational skills</p> | <p>Application Form and Interview</p> |
| <p>OTHER SPECIAL REQUIREMENTS:</p> <p>Essential to have the ability to work evenings, weekends and Bank Holidays to maintain service delivery</p> <p>The post holder will be required to wear a uniform whenever on duty</p> <p>Desirable to hold a UK Driving Licence</p> | <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> |