

Role Description and Employee Specification

Job Title:	Senior Street Warden	Location:	Coleford
Department:	Community & Place	Service:	Communities & Sustainable Economy
Reports to:	Head of Communities Sustainable Economy	Working Hours:	30
Salary	£33,143 - £36,363	Grade:	7
Contract Type:	Permanent	Direct Reports:	Street Warden x 2

Overall purpose of the Post:	The purpose of this role is to: The Street Warden Service represents the council in the community, with the team's main objectives of tackling environmental crime, deter and challenge anti-social behaviour and encourage positive animal welfare for companion animals. This role takes responsibility for the day-to-day management that deploys resources as needed to address both environmental and community issues and challenges as well as responding to needs as identified by the council. Requires a high level of expert knowledge within a technical area of expertise and manages sensitive, open ended and complex case or project-based work.
Key Tasks and Responsibilities:	• Be responsible for the day to day running of the Street Warden team and setting priorities for deployment of resources as required, as well as identifying service improvements and implementing them. • To ensure that statutory duties are being delivered on behalf of the council, that includes monitoring of the stray dog kennel contract, dealing with abandoned vehicles and enviro-crime issues. • To undertake risk assessments of the team's work activities and develop and implement good working practices. • Investigate complaints of anti-social behaviour, graffiti, environmental deterioration, obstructions or hazards that have been escalated by the team and be a point of contact for the general public, community groups and other agencies over matters of concern, signposting to appropriate agencies to tackle the issues.

	• To provide evidence, using accurate PACE book notes and statement writing, as required by officers of the Council or other agencies, relating to enforcement of statutes, including appearance in court where necessary or called upon. To also maintain own daily records of work undertaken, journeys made and results achieved. • To create, organise and implement new community safety, enviro-crime reduction and positive animal welfare initiatives across the Forest of Dean. • To maintain and develop ongoing links with local communities, agencies and stakeholders. To also consult and involve them in effective delivery of community safety in the district. • To manage the CCTV (funded through the Safer Streets programme) services including surveillance applications, data retention compliance, liaison and monitoring of contractors. This includes the team's body worn cameras. • To take a support role within the Council's civil emergency response team and maintain a full understanding of the responsibilities set out in the Council's emergency plans. • As an authorised animal welfare inspector under the Animal Welfare Act 2006, to undertake investigations, offer guidance for compliance, serve statutory improvement notices, gather evidence and prepare witness statements as required. • To supervise staff to identify and collect stray dogs, checking dog tags, collars and identification chips. To be responsible for the collection of monies relating to fixed penalty notices and kennelling of stray dogs. • To provide training, guidance and mentoring of staff, to ensure they are carrying out their duties effectively on behalf of the council. • Use detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions that meet the needs of all stakeholders with limited guidance and direction. • Maintain a detailed understanding of appropriate legislation, policy, procedure and guidelines and make informed assessments, advise stakeholders and take action • Act as a lead technical advisor within the relevant service area • Ability to interpret and find solutions to ambiguous and partial information • Working in a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard
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	• Be responsible for small projects or input into large projects • Play an integral role in continuously improving services • Understand and demonstrate commitment in delivering the key performance indicators within the function The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• A qualification in your area of expertise, equivalent to a degree or relevant experience of five years – Ideally Degree level • 3 years’ experience in local government, voluntary sector or public organisations directly involved in community safety work. • Knowledge and understanding of principles of community development and experience of putting them into practice, preferably in a rural setting. • Able to manage budgets and keep accurate financial records. • Ability to work autonomously, acting on their own initiative. • Ability to think independently and creatively and maintain confidentiality. • GCSE Maths and English or equivalent to grade C/4 or higher • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Ability to remain calm and confident when dealing with challenging environments • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft
Desirable Requirements Qualifications, Skills and Abilities:	• 3 years’ experience of writing, developing and implementing community-based strategies, projects and initiatives. • Understanding the need to balance the views of the community with crime and disorder objectives and targets.
General Accountabilities:	• The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To actively support the Council to reduce its carbon emissions and deliver climate resilient services and place • To support the response to a major incident, including taking up a designated role within the emergency management framework.

Special Conditions:	• You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes.		
Date Reviewed:	June 2026	Reviewed By:	Jacqueline Wright
Checked by HRBP	Clare Jones	Date of Issue:	July 2026