



HARSTON & DISTRICT

VILLAGE WARDEN TRUST

Registration Charity No: 1088033



VILLAGE WARDEN JOB DESCRIPTION

1. Purpose of work:

To operate a Village Warden Scheme, the purpose of which is to:

- (i) Provide reassurance and security to members of the Scheme and their relatives by ensuring that regular contact is made with them, and by offering assistance in emergencies, in particular by calling a doctor or district nurse in cases of sickness, or by carrying out other small and practicable services.
- (ii) Supplement and complement existing local services and work closely with them.
- (iii) Offer a high standard of care and community support to members.

2. Availability of service:

- (i) The Warden is employed on the basis of an average weekly input of ten hours. These hours are subject to review and re-negotiation if the anticipated workload is not achieved, or alternatively, if it is exceeded.
- (ii) The Warden is to be available to help all members of the Scheme and should divide his or her time amongst them as fairly as practicable.

3. The Warden's duties will include, *inter alia*:

- (i) Daily telephone calls and personal visits to members of the Scheme. Each member is to be contacted daily and should receive at least one personal visit a week.
- (ii) Offering assistance to members when requested by contacting relevant social or medical services to obtain help for members.
- (iii) Carrying out simple tasks or other small services as requested by members, or as are considered by the Warden to be practicable and helpful in the particular member's circumstances. Such tasks or services could be:
 - Emergency shopping
 - Collecting pensions
 - Arranging medical appointments
 - Helping to complete forms or contacting statutory services or other official bodies
 - Any other small tasks at the Warden's discretion.
- (iv) Collect and record the receipt of membership fees on a regular weekly basis. A receipt must be issued for each membership payment made to the Warden. The Warden is also responsible for ensuring that any other methods of payment, as agreed with the Executive Committee, are met and recorded on a regular basis.
- (v) The Warden must liaise with the Deputy Warden to ensure continuity of service.
- (vi) A brief diary/report of each day's activities must be completed on the day concerned. This will be reviewed by the Executive Committee in a regular basis.

4. Management of the Scheme:

- (i) The Scheme, financed primarily by the Parish, District and County Councils, is managed by the Trustees of the Harston Village Warden Trust, known collectively as the Executive Committee.
- (ii) The Warden is employed by the Executive Committee.

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Registered Address: 23, Foxton Road, Barrington, Cambridge CB22 7RN**



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- (iii) Any complaints made to the Warden, whether arising out of his or her work or the operation of the Scheme generally, are to be reported to the Executive Committee whose duty it is to deal with them.
- (iv) The Warden will meet regularly with an appointed Executive Committee member(s) for support and supervision, and will be expected to undertake training, at the cost of the Trust, for the tasks that are encountered.
- (v) Each member of the Scheme is to be given a description of the service that he or she may expect to receive from the Warden.
- (vi) Other than in exceptional circumstances, the Warden is not required to carry out housework or other types of work for which provision is made by local authority services. In the event that the Warden requires guidance as to whether a particular task is within the scope of his or her duties, he or she should consult with the member(s) of the Executive Committee appointed to provide support and supervision.

5. Place of work:

The Parishes of Harston and adjacent villages, South Cambridgeshire.

6. Other provisions:

This Job Description maybe varied from time to time to cover changes dictated by circumstances that may arise.

The Trustees
JPC 7/2/18

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