



## **Bexhill-on-Sea Town Council**

### **A vacancy has arisen for the position of Full-Time Facilities Administrator**

Bexhill-on-Sea Town Council is seeking to appoint one Full-Time Facilities Administrator.

The role will be 37 hours per week Monday to Friday based in the Town Council Hub.

The successful applicants will be based at the town council offices in central Bexhill, working to a flexible shift rota that meets the needs of the office management plans.

An application form is available on our website or by emailing:

[town.clerk@bexhilltowncouncil.gov.uk](mailto:town.clerk@bexhilltowncouncil.gov.uk)

Tel: 07769 254176

The post is offered at point NJC SCP 2 £22,366 per annum.

Applications should be submitted to the Town Clerk by 5 pm on 31<sup>st</sup> December 2023.

## JOB DESCRIPTION

### Full-Time Facilities Administrator.

#### Person Specification

Attributes	Essential	Desirable
Education, Professional Qualifications and Training.	A good standard of Education including numeracy and literacy	
Experience, Skills, and Knowledge.	<ul style="list-style-type: none"> <li>▪ Previous general administrative experience</li> <li>▪ Working knowledge of Microsoft Packages to include Word, Excel, Access, Outlook, and associated packages</li> <li>▪ Able to structure and manage own work with minimal support</li> <li>▪ Able to communicate succinctly and clearly both orally and in writing</li> <li>▪ Able to work independently and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in the administration of public facilities</li> <li>▪ Experience with computer software packages associated with the bookings of events or activities</li> <li>▪ Previous experience of minute taking</li> <li>▪ Experience of working in a local authority or other public body or a basic knowledge of issues relating to town and parish councils or local authorities</li> </ul>
Personal Aptitude.	<ul style="list-style-type: none"> <li>▪ Flexible approach to working hours</li> <li>▪ Conscientious attitude towards work</li> <li>▪ Able to work under pressure and meet deadlines</li> <li>▪ Analytical skills and attention to detail</li> <li>▪ Confident and good people skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Willingness to undertake relevant training</li> <li>▪ Able to develop the post in line with changing circumstances</li> </ul>

## **Job Description**

To provide administration support to the facilities coordinator and support to the Town Clerk to ensure the efficient running of the town council administrative functions and general risk management of the council. To deal with report writing, research and gathering information, procurement, and general administration in the Town Council Hub. Apply for licences on behalf of the council and monitor progress of projects. Hours of work are 37 per week. Paid holiday is 20 days per plus bank holidays and statutory days.

## **Specific Responsibilities**

1. To undertake a range of administrative duties at the Town Council, under the direction of the Facilities Coordinator and Town Clerk operating in line with the council's management and risk assessment policies.
2. To assist the Facilities Coordinator by managing the allotment sites and liaising with allotment holders and groups. Organising tenancy agreements, waiting list and lease compliance of tenants.
3. To assist the Town Clerk with gathering information, research and preparing reports for committees.
4. To assist with the answering of telephone calls, taking messages and coordinating responses to customers.
5. To assist the Town Clerk in completed the administrative requirements of events, applying for licences and assisting with risk management reports.
6. To carry out any other reasonable administrative duty as directed by the Town Clerk.

## **Application Procedure**

Please complete the attached application form and return it to the Town Clerk via email: [town.clerk@bexhilltowncouncil.gov.uk](mailto:town.clerk@bexhilltowncouncil.gov.uk)

Closing date for applications is 5 pm on 31<sup>st</sup> December 2023. Please note that applications shall not be accepted after this date.