



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

### **A vacancy has arisen for the position of part-time Facilities Coordinator**

Bexhill-on-Sea Town Council is seeking to appoint a part-time Facilities Coordinator. Duties will include carrying out the health and safety requirements for the council, managing allotment sites, liaising with allotment societies, administration of planned maintenance and coordinating reactive maintenance. Project management, contract compliance and risk checks will be an important part of the role.

The role will initially be 30 hours per week and will entail some evening and weekend working.

The successful applicant will be based at the town council offices in Bexhill, working to a flexible shift rota that meets the needs of the facilities management plans. Additional evening and weekend hours shall be claimed as time off in lieu.

The ideal applicant will have facility management/health and safety experience, knowledge of procurement and contract complaints, and be able to demonstrate enthusiasm for working with residents and local organisations.

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 18, £24,982 per annum pro rata.

Applications should be submitted to the Town Council Offices by 5 pm on XXXXX

## JOB DESCRIPTION

### Part-time Facilities Coordinator

#### Person Specification

Efficient, calm under pressure facilities manager, with proficiency in keyboard skills, Microsoft Word and Excel, and Outlook. An accurate record-keeper, with an eye for detail and excellent risk assessment skills, willing to adapt to a variety of work requirements. Well-organised and able to meet deadlines. Proficiency in contract compliance, procurement/tendering and managing projects. A good communicator with confidence in dealing with members of the public.

	Essential	Desirable
Education	Good general education with a minimum of 4 GCSEs to include maths and English grade 4 or above or equivalent (grade C)	Qualifications in building management, business studies, construction, engineering, facilities management, surveying, property.
Skills and Knowledge	Ability to manage own workload in light of completing and changing priorities and organisational challenges	Experience of project management with contractors.
	Excellent IT skills in Microsoft Office	Ability to handle long and complex documents.
	Flexible team player with good interpersonal skills	Ability to draw information from various sources, including people
	Excellent communication skills both written and oral	Experience of Procurement and negotiation skills
	Health and safety experience	Experience of Allotment Management/grounds maintenance.
Personal Qualities	Ability to deal with a range of people in an impartial, diplomatic and professional manner	
	Flexibility of approach, open to creative ways of working	
	Ability to work alone and as part of a team	
	Confident and able to deal with pressure	
Other	Ability to attend evening meetings and willingness to work at weekends if necessary	
	Full, clean driving licence	

## **Job Description**

To provide facilities coordination support to the Town Clerk to ensure the efficient running of the town council assets and general risk management of the council. To deal with building and allotment grounds maintenance, cleaning, health and safety, procurement and contract management. Oversee the security and safety of all aspects of the council and its staff. Hours of work are 30 per week initially with the possibility of growth in the future to a full-time role. This post requires some evening and weekend working. Paid holiday is 20 days per year pro-rata.

## **Specific Responsibilities**

1. To direct, coordinate and plan essential services at the council offices such as reception, security, maintenance mail, archiving, cleaning, catering, waste disposal and recycling.
2. To assist with the preparation, distribution, and monitoring of risk assessments. To attend some meetings, prepare draft reports before or after and carry out any follow-up work as instructed by the Town Clerk.
3. To maintain accurate records, both paper and digital, in line with the council's asset management and risk assessment policies, and planned maintenance programmes.
4. To assist the Town Clerk by managing the allotment sites and liaising with allotment holders and groups. Organising tenancy agreements, waiting list and lease compliance of tenants.
5. To monitor the asset register of the council and perform regular checks on all assets, identifying reactive maintenance issues.
6. To assist the Town Clerk with procurement of goods and services and the management of contract compliance. Prepare documents to put out tenders for contractors, project manage, supervise and coordinate the work of contractors.
7. To check that agreed work by staff or contractors has been completed satisfactorily and follow up any deficiencies.
8. To assist the Town Clerk in reviewing the efficiency and effectiveness of utilities and communications structure of the council.
9. To calculate and compare costs required for goods or services to achieve maximum value for money.
10. To respond appropriately to emergency issues as they arise and deal with the consequences of.
11. To attend training courses or seminars to enhance the work and role of Facilities Coordinator as required by the council.

## **Application Procedure**

Please complete the attached application form and return it to the Town Clerk either:

By post: Town Hall, London Road, Bexhill-on-Sea, TN39 3JX

Or

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

Closing date for applications is 5 pm on XXXX

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