

Facilities and Services Officer Wem Town Council

Job Description

1. Details of Post

- Title: Facilities and Services Officer
- Grade / SCP:13 £26,873 pro rata
- Locality: Wem Town Council.
- 15 hours a week to be worked over 3 days Monday – Wednesday some evening/ weekend working will be required at Town events and meetings throughout the year.

2. Level & Purpose of Post

The post holder reports to the Town Clerk and will be responsible for co-ordinating and assisting with the management of the Town Council's services and facilities and providing administrative support to the Town Council.

3. Key Responsibilities

- The post holder will act as lead officer for matters relating to Love Lane Cemetery.
- The post holder will act as the lead officer for matters relating to Love Lane Allotments.
- The post holder will assist with the administration, marketing and organisation of town and civic events.

4. Main Duties

Services and Facilities

- The post holder will be responsible for the management of the Town Council allotments including, managing the waiting list, issuing of tenancy agreements, producing newsletter, rental update letters and carrying out inspections.
- The post holder will be responsible for the management of Love Lane Cemetery including booking burials, attending burials and completing paperwork associated with burials and memorials.
- The post holder will manage the administration of the Community Cars project liaising with volunteer drivers and clients.
- The postholder will assist with the organisation and marketing of town events including but not limited to the Annual Remembrance Parade, Christmas Lights Festival, Fireworks Night, Armed Forces Day, Honorary Townsman Evening.

Administration

- The post holder will attend committee and other meetings when required as directed by the Town Clerk.

- The post holder will carry out some administrative duties in relation to the Wem Sports & Social Association.
- The post holder will deal with general enquiries from the public and manage the Mayor's civic diary and bookings.
- The post holder will undertake administrative duties as directed by the Town Clerk.
- The post holder will be responsible for the management of the office filing system and ensure the safekeeping of all Council documents in line with data protection legislation.
- The post holder will be responsible for the updating and maintenance of the Council web site and social media page.
- The post holder will ensure they retain and respect the confidentiality relating to day to day correspondence, contracts and reports.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the Town Council to respond effectively to the changing requirements and priorities.

**Wem Town Council Facilities and Services Officer
Person Specification**

Education	Essential	Desirable
	Minimum of 2 'A' levels or equivalent; GCSE's to include English and Maths grade C and above or equivalent	Funeral industry related qualification
		Administration qualification
Experience	Essential	
	At least 1 year's experience of managing facilities	Experience of working within the funeral industry
	Experience of managing services	Experience in managing allotments
	Experience in writing works orders and managing contractors	Experience of working in a public facing role
	Experience of developing marketing materials and promoting events	Experience of dealing with volunteers
	At least 1 year's experience of record keeping	Experience in assisting with the running of events
	Experience of office administration	Experience of risk assessment production
Skills and knowledge	Essential	Desirable
	Excellent communication skills both written and oral	Experience of analysing data for report writing
	Ability to manage own workload	Knowledge of specialist allotment/ cemetery IT packages.
	Proficient use of standard Office IT packages, including Word, Excel	
	Ability to produce written reports and professional documentation	
	Website and Social Media management	
	Ability to research and undertake necessary due diligence around new services	
Personal Qualities	Essential	Desirable
	Ability to attend evening meetings and willingness to work at weekends as required	Full driving licence and ability to provide own transport

	Previous experience of working in a small team environment	
	Experience of implementing improvements to organisational systems and procedures	
	A commitment to equal opportunities, diversity and community engagement.	

More information

Pay

The salary range is within SCP:13-15 £26,873 - £27,803 depending on qualifications and experience. Salary rates increase in line with the annual increase negotiated annually by the National Joint Council for Local Government Services. The Council will consider an annual incremental increase subject to satisfactory performance.

Contract

The appointment is permanent for 15 hours a week and is subject to the National Joint Agreement on Salaries and Conditions of service of Local Council Clerks in England and Wales 2004. There will be a six month probationary period which may be extended subject to performance.

Hours

The basic working week is 15 hours per week to be worked in the Town Council office preferably over a Monday, Tuesday and Wednesday. The office is located at Wem Library, Talbot House, 3 High Street, Wem.

There can be some flexibility on the start and finish time although the core hours of 10.00 - 14.00 must be worked each day. If the post holder is asked to work additional hours between Monday and Friday time off in lieu will be provided. Additional payments will be made for weekend and bank holiday working as per the NJC agreement.

Annual Leave

In addition to Bank Holidays, annual leave is 23 working days per year plus to two extra statutory days, pro rata for part time staff.

Pension

The postholder will be automatically enrolled in the Local Government Pension Scheme.

A Quick Guide to Wem

Welcome to Wem in the heart of North Shropshire. From its time as a Saxon settlement through to the present, Wem has been at the centre of life in North Shropshire, a small market town with over 8000 residents.

Whether it is for work or pleasure, Wem has much to offer the resident and visitor alike. With excellent communications, a good road network, rail links and regional airports just over an hour away, excellent schools and a great community spirit, Wem is the ideal choice for people wanting all the advantages of an attractive rural environment without having to travel too far.

The Council

The current Council was formed in 1974. The Town is divided into 2 Wards – East and West – each electing 7 Councillors. Full elections are normally held every four years, the next election is due in May 2025. The Council elects annually a Mayor and Deputy.

The Council's offices are based at Wem Library. It also usually meets here every month. The Council employs a Town Clerk, Responsible Financial Officer, Groundsman and a litter picker.

Wem Town Council has always maintained a proactive approach to providing services for its residents, being responsible for the provision of the town's recreational areas, play equipment, allotments, the civil cemetery, street lighting and floral planters amongst other things. It makes many contributions to local organisations and provides substantial funding for Wem Swimming Pool, Wem Town Hall and Wem Sports and Social Association.

Further details are available on our website – www.wem.gov.uk or contact Penny O'Hagan, Town Clerk on 01939 232733 or info@wem.gov.uk