



## Seaford Town Council

### Project Support Officer (Facilities)

#### Job Description

Responsible to: Projects & Facilities Manager

Grade: SCP 10 – 14

Hours: 28 hours over 4 days

#### 1. Job purpose

To provide efficient and effective support to the Projects & Facilities Department.

#### 2. Areas of Day-to-Day Responsibility

Council Events (*not including Civic*)

Council Facilities (*not including Beach Huts, Memorials, Sponsorship Projects, Golf Course or The View*)

Non-Council Events

Concessions

Street Trading

Hire of Open Spaces

Filming

Publicity/Marketing/Communications (*of above areas*)

#### 3. Duties

##### Events:

- 3.1 Responsible for the organisation of the Town Council events; including the planning and preparations with consideration of health & safety factors, equipment required, publicity, volunteers and other tasks in line with the event planner for each individual event.
- 3.2 To oversee the organising of outdoor events on behalf of the Town Council and/or community; including the coordination and supervision of any volunteers assisting the Council with events or its facilities, property, or land.
- 3.3 To ensure all administration, records and documents are completed and available for each event.
- 3.4 Liaising with third parties and external contractors or agencies, where necessary.
- 3.5 To act as first point of contact for queries regarding an event.
- 3.6 To have an onsite presence at Town Council events, deputising for the Projects and Facilities Manager in their absence.
- 3.7 Responsible for coordinating an in depth debrief and review of each event in preparation for the following years event.
- 3.8 To act as first point of contact for non-Town Council events on Town Council land, ensuring all necessary information is communicated and arrangements in place.
- 3.9 Responsible for maintaining and managing a comprehensive calendar of events and activities.

Facilities:

- 3.10 To assume day-to-day responsibility of the Town Council facilities, dealing with incoming queries from members of public, third parties or external agencies. (N.B. Beach Huts, Memorials and Sponsorship projects/facilities are to be handled by the Administration Assistant.)
- 3.11 Day-to-day responsibility for the management of all Council concessions in the town and street trading arrangements.
- 3.12 To prepare and administer the Council's tender procedure, in line with the Council's financial regulations, on behalf of the Community Services department.
- 3.13 To maintain adequate records and document control for the facilities.
- 3.14 To assume day-to-day responsibility for all filming enquiries on Town Council land/properties.
- 3.15 First point of contact and day-to-day responsibility for the hire of open spaces by external parties.
- 3.16 Where required, carrying out site visits and inspections on an ad hoc/responsive basis.

Properties:

- 3.17 To assume day-to-day responsibility of the letting of Town Council hired premises, dealing with incoming queries from members of public, third parties or external agencies.
- 3.18 To maintain adequate records, document control and key dates with regards to the letting of Council properties.
- 3.19 Ensuring that necessary information is shared with relevant Council departments and staff and any third parties where required.

Marketing & Communications:

- 3.20 Responsible for co-ordinating press releases, publicity and other marketing regarding Council facilities, events or projects. Including keeping the relevant social media & website details for events up-to-date.
- 3.21 Dealing with public queries and those from third parties or external organisations/agencies, face-to-face, over the phone or by email.
- 3.22 To prepare reports to relevant Committee meetings monitoring the facilities and assets and any other relevant matters. To attend and support relevant Committee meeting to action and discuss reports.
- 3.23 To assist in monitoring the performance of the Community Services Department against financial and personal targets, individually and as a team.
- 3.24 Liaising with and administrative support for external community groups and management committees where the Council's land or assets are involved.
- 3.25 To act as one of the official representatives of the Community Services Department in the absence of the departmental manager.
- 3.26 Any other tasks relating to the position as requested by your line manager.