



Seaford Town Council



Project & Facilities Assistant

Job Description - January 2022

Responsible to: Projects & Facilities Manager
Hours: 24 hours per week
Grade: SCP 6-11

1. Job Purpose

You will provide essential support in the management of Town Council facilities, assets, projects and other activities of the Projects & Facilities team. From time to time you will be requested to undertake other duties consistent with the level of the post.

2. Areas of Day-to-Day Responsibility

Incoming enquiries to the Projects & Facilities team

Beach hut rentals, sales & administration

Memorials administration

Sponsorship project administration

Community Services meeting paperwork

Projects & Facilities team administrative support

Events administrative support

3. Line Management

3.1 There is no line management responsibility with this post.

3.2 You will report directly to the Projects & Facilities Manager.

4. Specific Responsibilities

Incoming enquiries to the Projects & Facilities team

4.1 First point of contact for incoming enquiries to the Projects & Facilities team, handling these where able to and if not, passing these on to the correct member of staff to deal with.

4.2 Assessing enquiries for any patterns and whether actions are required as a result of this i.e. information made available on the website or clearer signposting in an open space, as examples.

Beach hut rentals, sales & administration

4.3 First point of contact for all enquiries relating to rentals or sales of private beach huts (not commercial beach huts).

- 4.4 Day to day responsibility for the Council's Beach Hut rentals and sales lists, ensuring that every changeover of ownership or rental is carried out smoothly.
- 4.5 Supporting the seasonal short term beach hut rental process.
- 4.6 Assisting with any communications or publications relating to the beach huts.

Memorials administration

- 4.7 First point of contact for all enquiries relating to memorials.
- 4.8 Day to day responsibility for the Council's memorials; to include, but not limited to, benches, trees and plaques.
- 4.9 Assisting with any communications or publications relating to memorials. Including day-to-day responsibility for ensuring the memorials brochure is kept up to date and relevant.

Sponsorship project administration

- 4.10 First point of contact for all enquiries relating to sponsorship projects, such as The Shoal and Martello Entertainment Area.
- 4.11 As sponsorship projects are identified, taking on day-to-day responsibility as delegated for aspects of the projects appropriate to the level and grade of the post.
- 4.12 Assisting with any communications or publications relating to sponsorship projects.

Community Services meeting paperwork

- 4.13 Where required, assisting with the meeting paperwork for the Community Services Committee meetings; this may include support with reports, the agenda, preparations for the meeting, minutes and any follow up actions.

Events administrative support

- 4.14 To assist the Projects & Facilities team in the organisation of Council events; including assistance in planning and preparations, arrangement of any required equipment, publicity, volunteers and any other assistance required.

Projects & Facilities team administrative support

- 4.15 Work flexibly within the small Projects & Facilities team to support the aims of the team as a whole.
- 4.16 Providing support to the Council's communications and publications relating to activities of the Projects & Facilities team. Including writing and/or circulation of press releases and any public engagement activities.
- 4.17 Day-to-day responsibility for checking the Council's web pages that are assigned to this role and ensuring they are kept up to date and relevant. Providing support to other members of the Projects & Facilities team with their assigned web pages.
- 4.18 Assisting with the record-keeping and filing of the Council's leases, licences and miscellaneous agreements.
- 4.19 A proactive approach to the Projects & Facilities teams filing systems (paper and electronic) to ensure relevant documents are disposed of or archived and that the filing systems are accessible and logical.
- 4.20 Supporting the Council's Inspector with administrative functions, such as typing up risk assessments, filing and other support duties.
- 4.21 To undertake any departmental training required within the Community Services Department.

4.22 To undertake any other duties as required by the department consistent with the level and scope of the post.

Continuity Planning

4.23 In the absence of the Administration Assistant, to work with the HR& Governance Assistant to provide short term cover for general incoming enquiries to the Council.