



Seaford Town Council

SEAFORD TOWN COUNCIL

JOB DESCRIPTION & PERSON SPECIFICATION

Position Title:	Projects & Facilities Officer
Reports To:	Operations and Facilities Manager
Work Hours:	37 hours per week
Work Location:	Seaford, East Sussex (Town Council offices, with a maximum of 50% home working as agreed in conjunction with line manager and dependent on business needs)
Salary Bracket:	STC4, £30,518pa - £32,597pa

Job Purpose

You will be a pivotal part of the team ensuring the management and delivery of the Town Council's vast array of projects, contracts, facilities and assets. You will take responsibility and act as lead on delegated projects and activities, as directed by your line manager.

Areas of responsibility

- Project Delivery
- Facilities & Assets Support and Maintenance oversight
- Council Events (not Civic)
- Oversight of events not run by the Town Council
- Concessions, Street Trading & Open Space Hire
- Operations & Facilities Team Support (including Beach Hut Sales, Admin & Rentals and Memorials)
- Publicity/Marketing/Communications including resident enquiries



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Key Duties/Responsibilities

Project Delivery:

- To assist with the development, management and delivery of allocated projects in line with Town Council policy and Strategic Objectives.
- Assisting with the coordination and management of public engagement and consultation on allocated projects, in addition to collation and analysis of results.
- Liaising with suppliers, contractors and other external parties during the organisation and delivery of the Town Council's projects.
- Responsible for ensuring that audits and inspections are carried out as and when necessary, during project delivery.

Facilities & Assets Support and Maintenance Oversight

- Liaising with suppliers, contractors and other external parties regarding arranging site visits and/or any follow up actions or remedial works, where required.
- Assisting with the efficient and effective management of Town Council's extensive land, assets and property portfolio. This will include the need for site visits within Seaford.
- Responsible for ensuring adequate records are maintained regarding the above.
- To support the production of maintenance and development plans, including a refurbishment and enhancement programme.
- To assist with the review of progress against current project and strategic objectives, within the scope of the role, and identify areas for opportunity, improvements or increased efficiencies.
- To assist with managing, reviewing and implementing the Town Council's maintenance contracts in line with the agreed specifications.
- As delegated, day-to-day responsibility for delivery of activities or schemes, such as a beach hut hire and sales, memorial sales and management, and sponsorship projects, as examples.

Council Events (not Civic):

- As delegated, responsible for the day-to-day management of the Town Council events.



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Events not run by the Town Council:

- As delegated, to be the main point of contact for non-Town Council events on Town Council land and premises, where relevant, and process enquiries accordingly.
- To coordinate the process through which the event application is assessed for suitability, liaising with all parties as required and informing of the outcome of the application.
- To liaise with external event organisers to manage the event preparations internally within the Town Council.
- Maintain and continue to develop relationships and partnership working with external event organisers and local community groups where community events are concerned.

Concessions, Street Trading & Open Space Hire:

- As delegated, day-to-day responsibility for the management of all current and new Town Council concessions in the town; managing the process from start to finish and ongoing management of relationships with concession holders.
- As delegated, day-to-day responsibility for managing processing requests under street trading arrangements (as delegated by Lewes District Council), coordinating the implementation of new street traders and maintaining relationships with traders.
- As delegated, responsible for the management of the Town Council's concession hut scheme on an annual basis, including coordination of the trading arrangements and selection of traders.
- To liaise with the Film & Liaison Contractor as required regarding filming enquiries on Town Council land/properties.
- As delegated, main point of contact and day-to-day responsibility for the hire of open spaces by external parties.
- To arrange, where required, site visits and inspections on an ad hoc/responsive basis.

Operations & Facilities Team Support:

- Work flexibly within the Operations & Facilities team to support the aims of the team as a whole.
- To assist in monitoring the performance of the Operations & Facilities team against financial and personal targets, individually and as a team.



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- To assist the team manager in the Operations & Facilities team budget preparation and in-year monitoring of the performance against budget; working to Town Council policy when authorising spends. Assist with the allocation, monitoring, and spend of Earmarked Reserves.
- To assist with the development of partnership working with other agencies and the community, and new community initiatives in accordance with Town Council priorities.
- To support delivery of the Town Council's tendering procedure, in line with the Town Council's Financial Regulations, on relevant areas and projects within remit.
- To prepare reports to relevant Committee meetings monitoring projects and assets and any other relevant matters. If necessary, to attend and support relevant Committee meetings to action and discuss reports. To maintain adequate records and document control for all activities undertaken, as relevant, and in line with Town Council policy.
- When at meetings, offsite visits, events or project sites and where agreed in advance, to act as one of the official representatives of the Operations & Facilities team in the absence of the team manager.
- To undertake any other duties as required by the Town Council consistent with the level and scope of the post.

Publicity/Marketing/Communications:

- Working with relevant officers to ensure the publicity / marketing and internal / external communications for allocated projects and activities.
- Dealing with public queries and those from third parties or external organisations/agencies, face-to-face, over the phone or by email. Including handling and resolving more challenging queries and/or complaints, where relevant.

Person Specification

Essential

- Experience in project management
- Willingness to learn and committed to continuous professional development
- Certification in project management or working towards or a commitment to undertake this
- Experience of conflict resolution



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- Proficient computer user, including with Microsoft Office and project management tools and software for tracking progress and reporting
- Experience of working to attention to detail
- Innovative and creative problem-solver

Desirable

- Experience in planning and execution of projects
- With sufficient notice, a willingness to work flexible hours, including ad hoc evenings and weekends, as required, to meet project deadlines and / or attend Town Council meetings or events
- Commitment to serving the community and promoting its interests – with a passion for making a difference in Seaford
- Understanding of, and alignment with, the Town Council's responsibilities as a democratic public sector organisation in all interactions and decisions that are taken