



**Job Description:** Facilities Administration Assistant. This is a permanent, part-time contract.

**Grade:** NJC SCP 5 (£18,795 pro rata - 2020 NJC pay rise pending) plus annual pay rise as awarded by the NJC and Local Government Pension Scheme from 1 April 2020  
**Hours of Work:** 16 per week to be worked in agreement with the Town Clerk  
**Leave Entitlement:** 21 days' pro rata per annum, two statutory days, plus pro rata public holidays  
**Responsible to:** Town Clerk

### **Purpose of the Role**

To provide administrative support to the Town Clerk for the management of the Council's property portfolio. You will also be responsible for receiving and the management of bookings for the theatre and meeting rooms at the Town Hall.

### **Main Responsibilities and Key Tasks:**

- Work closely with Bridgwater Town Council colleagues and staff from partner agencies to maximise the effective use of the Town Council properties;
- Work with staff and contractors to ensure the smooth running of the properties and proper maintenance of the facilities and oversee the improvement to the quality of the facilities. Liaise with contractors, BTC staff, and others regarding building issues;
- Manage the resources of the properties to generate income. Identify and secure external funding to improve the properties;
- Promote the Town Hall through marketing. Develop partnerships with organisations throughout area to promote and make best use of the Town Hall;
- Ensure that health and safety policies and procedures including the production of risk assessments, regular health and safety audits and checks are in place and implemented for all Properties;
- In consultation with the lead practitioners produce / review and update policies and procedures relating to the running of the properties as necessary;
- Work with the Finance Assistant to manage the financial systems and controls relating to the operation of the properties including banking, income generated from hiring's and entrance fees;
- Produce letting agreements and monitor project users and organisations hiring the premises to ensure all people/organisations have letting agreements/contracts and insurance in place. With the Town Clerk regularly review the lettings/hiring charges and policies and procedures;

- To attend the Premises Committee meetings (usually bi-monthly on Wednesday mornings) when necessary to produce update reports and to take the minutes;
- To liaise with leaseholders and users to discuss and monitor energy efficiency, standard of hygiene, cleanliness and security; and
- Assist when necessary in the planning and arranging of civic functions, community events and corporate receptions.

#### Other responsibilities

- To attend training courses on the work and role as required;
- To undertake specific projects from time to time at the request of the Town Clerk; and
- To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

#### **General**

This job description forms part of your contract of employment.

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times – when colleagues are absent or during periods of seasonal or high workloads, for instance - you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

The post-holder has personal responsibility for safety in accordance with Health & Safety legislation and Council policies.

The post-holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork; providing assistance to others in covering holiday periods, sickness and any other contingencies when necessary.

Members of staff are to abide by and promote equalities within Bridgwater Town Council as outlined in the NJC Pay & Conditions of Service and Council's Policies.

You should be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

March 2020