



Seaford Town Council

Projects & Facilities Co-ordinator

Job Description

Responsible to: Projects & Facilities Manager

Grade: SCP 18 – 21

Hours: 22.5 hours per week (3 days per week, to be agreed)

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*)

Non-Council Events

Hire of Open Spaces

Filming

Leased Properties

Keys

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

Maintenance Schedule and Contracts for Facilities

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 ensure all administration, records and documents are completed and available for each event.
- 3.3 Liaising with third parties and external contractors or agencies, where necessary.
- 3.4 To act as first point of contact for queries regarding an event.
- 3.5 To have an onsite presence at Town Council events.
- 3.6 Responsible for coordinating an in depth debrief and review of each event in preparation for the following years event.
- 3.7 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.
- 3.8 Responsible for maintaining and managing a comprehensive calendar of events and activities.

Facilities:

- 3.9 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.)

- 3.10 To maintain adequate records and document control for the facilities.
- 3.11 Ensure the planned preventative maintenance and service contract schedule for facilities is carried out efficiently, and deal with any reactive maintenance requirements. Liaising with the Administration Assistant regarding facilities under that posts remit.
- 3.12 Liaising with suppliers, contractors and other external parties to ensure facilities are adequately maintained.
- 3.13 To assume day-to-day responsibility for all filming enquiries on Town Council land/properties.
- 3.14 First point of contact and day-to-day responsibility for the hire of open spaces by external parties.
- 3.15 Where required, carrying out site visits and inspections on an ad hoc/responsive basis.

Properties:

- 3.16 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.
- 3.17 To maintain adequate records, document control and key dates with regards to the letting of Council properties.
- 3.18 Ensuring that necessary information is shared with relevant Council departments and staff and any third parties where required.
- 3.19 Ensure the planned preventative maintenance and service contract schedule for properties are carried out efficiently, and deal with any reactive maintenance requirements.
- 3.20 Liaising with tenants, suppliers, contractors and other external parties to ensure properties are adequately maintained within the scope of leases or agreements.

Marketing & Communications:

- 3.21 Responsible for co-ordinating press releases, publicity and other marketing regarding Council facilities, events or projects, as instructed by the Town Clerk and/or Projects & Facilities Manager.
- 3.22 Monitoring and updating the Council's Social Media pages and Website.
- 3.23 Creating surveys for public use and collating and analysing response.
- 3.24 Dealing with public queries and those from third parties or external organisations/agencies, face-to-face, over the phone or by email.
- 3.25 To assist with producing agendas for meetings and attending certain meetings, taking and producing minutes and action lists.
- 3.26 Responsibility for the day-to-day management of the keys for all Council properties and facilities.
- 3.27 Liaising with and administrative support for external community groups and management committees where the Council's land or assets are involved.
- 3.28 Any other tasks relating to the position as requested by your line manager.