

**CIRENCESTER TOWN COUNCIL
JOB DESCRIPTION**

Title: Facilities & Events Administrator

Grade/Salary: £17,772 Pro Rata (SCP 17)
30hrs per week

Responsible to: Community Services Manager

Key Contacts:

Within the Council: Senior Management Team
Community Services Team
Estate Services Team
Office Services Team
Town Councillors
Lead Member for Community Services
Local Information Centre Staff/Volunteers

Outside the Council: Bingham Library Trust Ltd (BLT)
Tenants of BLT and CTC
Cirencester Community Development Trust Ltd
Contractors
Utility companies
Members of the public
Voluntary Sector & Charities
Corinium Radio
Local Organisations & Schools

Hours: It is expected that the listed tasks and responsibilities are completed within the contracted 30 hours, subject to consultation with the Community Services Manager. Some tasks may require attendance at weekends or evenings.

Main Purpose:

To provide administrative support to CTC, including assistance with events.

To assist and support BLT and Cirencester Community Development Trust Ltd, as well as other organisations that the Town Council may work in partnership with from time to time.

To oversee local health and safety inspections/maintenance regimes, evacuations and risk assessments and displaying and updating of procedures.

Key Outputs:

1. Liaise and be the main point of contact for tenants of the Bingham Library Trust and Cirencester Town Council.
2. Organise inspection/maintenance of fire safety equipment and fire safety checks and to ensure that all buildings and offices of BLT and CTC have appropriate fire safety risk assessments.

3. To comply with required legislative requirements in relation to Health and Safety in the work place, ensure that all staff are aware of evacuation procedures with appropriate and up-to-date signage and equipment in all buildings, including First Aid boxes.
4. Organise condition surveys, arrange costings/quotations as required and oversee works.
5. To devise and manage a "tasks bring forward system", including the effective monitoring of rent reviews and advising the appropriate officer.
6. To be responsible for organising room bookings and invoicing on behalf of BLT and CTC. To promote the venue and be responsible for organising hirers information packs.
7. To deal with logistical queries relating to the buildings and car parking of BLT and CTC.
8. To co-ordinate and be jointly responsible for testing of relevant alarm equipment.
9. To provide administrative support for meetings including minute taking and distribution as required.
10. To assist the Administrative Officer with administration of CTC Allotments.
11. To be the lead for the annual Advent Festival; co-ordinating meetings and carrying out actions required.
12. To provide support for events throughout the year at various locations across Cirencester and to assist with any other local events which CTC supports or facilitates.
13. To review the energy consumption and efficiency of CTC and identify suitable alternative suppliers or systems.
14. To review the current waste and recycling procedures and recommend alternative services as required.

Other:

The Council operates in a flexible way where all staff are expected to help each other as such from time to time there may be a requirement to support other service areas with duties commensurate with the post, including management service arrangements.

To be aware of and give consideration, within the role and remit of the post, to issues relating to equality, diversity and access for all initiatives.

The post holder will be required to be on an Emergency Duty Team rota outside of normal office hours.

Conditions of Service:

Notice you must give to end your employment: Following the successful completion of your Probationary Period - One month's notice.

Notice the Council must give to end your employment: One week's notice for each complete year of service up to a maximum of twelve weeks notice.

The post is based at the Bingham House, 1 Dyer Street, Cirencester.

The postholder will be required to comply with the Council's Health and Safety Policy.

PERSON SPECIFICATION

Requirements	Essential or Desirable	Method of Assessment
Qualifications		
5 GCSE's 'C' or above, or equivalent	Essential	Application/Certificates
NVQ in Administration and/or Facilities Management	Desirable	Application/Certificates
Experience		
Administration	Essential	Application/Interview
Events or Outdoor Markets	Desirable	Application/Interview
Buildings and/or Grounds Maintenance	Desirable	Application/Interview
Skills		
Organisational	Essential	Application/Interview
Numeracy	Essential	Application/Interview
IT skills, including Microsoft Office	Essential	Application/Interview
Excellent written and oral communications skills	Essential	Application/Interview
Other		
Proactive/self motivated	Essential	Interview/References
Ability to prioritise and meet deadlines	Essential	Interview/References
Ability to maintain confidentiality	Essential	Interview/References
Judgement, tact, discretion and initiative	Essential	Interview/References
Time Management	Essential	Interview/References