

Rowlands Castle Parish Council

11 The Green, Rowlands Castle PO9 6BW

Email: clerk@rowlandscastlepc.org.uk Tel: 02392 413044 Website: www.rowlandscastlepc.org.uk

PART-TIME FACILITIES OFFICER

Three years – Fixed term contract

Job Description

Background

1. Rowlands Castle Parish Council (the Council) is the sole trustee of 2 charities within the Parish: Rowlands Castle Parish Hall (the Hall) and Rowlands Castle Recreation Ground (the RG). In 2015, both charities became Charitable Incorporated Organisations (CIOs), registered with the Charity Commission. The Council wishes to appoint a Facilities Officer to support the 2 charities in their work.
2. The Charities each have a Management Committee to plan and manage their activities. There is already support available to the 2 Management Committees in the form of the Parish Hall Administrative Officer (AO) for the Hall and the Parish Administrative Assistant (AA) for the RG both of whom are relatively limited in terms of the hours available. In addition, at the RG there are also a part-time groundsman and a cleaner.

Job title

3. The job title will be Facilities Officer (FO)

Location

4. The place of work will be split between the Parish Council Office, Parish Hall, Recreation Ground/Pavilion and home-based hours as agreed with the Clerk to the Council.

Hours of work

5. The role is established for 15 hours per week to be worked over 3 or 4 days per week. The times and days to be agreed with the Clerk to the Council; the working arrangements will be kept under review.
6. The post will initially be a fixed-term contract of 3 years.

Annual leave

7. 28 days annual leave per annum pro-rata, including public/bank holidays.

Reporting arrangements

8. The FO role will report to the Clerk to the Council, who will be the Line Manager for the post. The role will be subject to the annual appraisal arrangements of the Council.

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9. The post will be subject to a probationary period of 3 months.

Remuneration

10. The salary for the role will be at the rate of £12 per hour, making a total of £9,360 per annum (based on a 15-hour week). Salaries are paid monthly in arrears.

Main duties

11. This statement of the main duties of the role is not inclusive and other duties appropriate to the role will be assigned to it from time to time under the direction of the Clerk to the Council.
12. The FO will undertake the delivery of specific projects and support aspects of the day-to-day operations of the RG and the Hall. The FO will act in support of the objectives of the CIOs to ensure that they are met.

Duties for both sites

13. Attend meetings of the two Management Committees in an ex-officio capacity to provide advice and give support to them and undertake activities on their behalf.
14. Plan and deliver projects, including those linked with S106-derived funds and other funds, as directed by the Council and the respective Management Committees.
15. Organise and oversee the general maintenance of and repairs to the fabric of the RG and its facilities together with the Hall and grounds.
16. Maintain Risk Assessments for both facilities as part of overall risk management.
17. In conjunction with the Management Committees and the Clerk to the Council, seek alternative income streams and funding as opportunities present themselves.
18. In conjunction with the AO, review contracts with the providers of the utilities in the RG Pavilion and the Hall.
19. If requested by the AA or the AO, address enquiries from members of the public relating to the RG and Hall respectively.
20. Ensure that appropriate arrangements are in place for cleaning at both sites.
21. Become familiar with legislation and regulations covering health and safety including risk assessments, fire regulations, and Child Protection.

Duties for the Recreation Ground

22. As requested by the Recreation Ground Management Committee (RGMC) carry out various projects such as the provision of a new all-weather cricket pitch and the refurbishment of outdoor and pavilion facilities. This includes those extant projects which are funded but in abeyance.

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23. Maintenance and improvement of the pitches in accordance with existing recommendations of the Institute of Groundsmanship and the maintenance and purchase of items of outdoor gym equipment as required.
24. Liaise with the groundsman and cleaner in the completion of their duties
25. Liaise with the AA on such issues as faulty play or gym equipment, damage to the ground, the Pavilion, or the public WCs.
26. As an ex-officio member of the RGMC work with the AA, deputising at meetings if necessary.
27. Assist the AA dealing with routine activities at the RG which may include accepting deliveries at the Pavilion and arranging for routine maintenance and other activities which require a presence on-site.

Duties for the Parish Hall

28. As requested by the Parish Hall Management Committee (PHMC) assist in/oversee day-to-day maintenance, inspections and conduct project management where necessary.
29. Supervise the completion of minor repairs, dealing with the cleaner, dealing with issues arising from use of the Hall by varied hirers.
30. Liaise with the AO in obtaining quotes from and working with contractors; this may include being present when work is carried out.
31. Carry out regular safety checks and arrange other inspections of, for example Fire, Gas and Electrical equipment, organise Portable Appliance Testing (PAT) and maintain records of these inspections.
32. Work closely with the AO who is employed at the Hall for 6 to 8 hours per week and whose role will continue.

Application Process

To apply for the post, please send your CV, together with a statement of why you feel you would be suitable for the post, to:

Clerk to Rowlands Castle Parish Council
11 The Green, Rowlands Castle PO9 6BW or
clerk@rowlandscastlepc.org.uk

The closing date for applications is 12 Noon on Wednesday 14 April 2021 with interviews likely to take place w/c 26 April 2021

Any appointment will need to be confirmed at a Mtg of the Parish Council before the role can be formally offered to the successful candidate.

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Person Specification

The role would ideally require:

- Excellent office administrative, communication and inter-personal skills.
- A good working knowledge of MS Office (Word, Excel and Outlook).
- Attention to detail.
- Confidence in dealing with colleagues, volunteers, contractors and members of the public
- The ability to use initiative and to be able to work with minimal supervision.
- A basic knowledge of financial management and budgeting, together with the capacity to arrange meetings, prepare agendas and take minutes.
- An ability and willingness to work flexible hours and days of the week as required.
- Experience of being responsible for similar buildings or facilities.
- Knowledge of Health and Safety and any other regulations as they relate to community halls, recreation grounds and sports pavilions, the ability to ensure they are complied with and the ability to conduct research and recommend changes to the respective Management Committees for their decisions.