**WHITEHOUSE COMMUNITY COUNCIL**

**COUNCIL AND FACILITIES SUPPORT OFFICER**

**Salary:** £26,873 to £28,770 (Pro Rata)

**Hours:** 25 Hours Per Week

**Reporting To:** The Clerk & RFO

**Place of Work:** The Hive, Whitehouse Community Meeting Place, Barossa Way, Whitehouse, MK8 1DT

**JOB DESCRIPTION**

**GENERAL**

To provide excellent customer care, administrative support and assist in the delivery of the Council’s ambitious community engagement programme that includes organisation of events and development of a volunteer strategy.

**FACILITIES SUPPORT**

Helping to maintain and enhance a clean, pleasant and safe environment at our community centre and allotment site, ensuring they meet required health and safety standards and comply with legislation to keep the public safe, by:

**1. Community Meeting Place:**

* Effective assistance of the day to day operation of the new Community Meeting Place.
* Assist with bookings, receive enquiries and organise viewings.
* Manage deposits and payments via the council’s bookings software system.
* Ensure that hirers of the community meeting place comply / complied with their terms of hire.
* Carry out fire evacuation drills and ensure hirers are familiar with the fire and evacuation procedures.
* Carry out monthly health and safety checks and audits and conduct weekly checks of the fire and intruder alarm systems.
* Assist in the procurement, management and monitoring of the Council’s contracts, including liaising with contractors, scheduling planned maintenance of infrastructure and kit, keeping up to date records, inventories, asset registers and operating certificates.
* Maintaining a schedule and log of maintenance, service and repairs.
* Ensure that contract renewals or termination of contracts are brought to the attention of the Clerk, in good time.

**2. Allotment Site**

* Carry out monthly inspections of allotment plots at the allotment site.
* Ensure that the terms and conditions of allotment tenancy agreements are being observed and to report cases of non-compliance.
* Use and keep up to date the Council’s allotment software system, keeping up to date records of tenants and maintaining a allotment tenancy waiting list.
* Send out annual tenancy renewal notices and record payments.
* Monitoring of the allotment site landscaping contract, reporting any matters of concerns.
* Report any repairs and maintenance that may be required.

**COMMUNITY ENGAGEMENT**

Developing excellent working relationships with our Councillors, residents, tenants, customers and local organisations to generate ideas, support initiatives that improve community well-being and to act upon opportunities as they arise.

* To assist with the organisation of the Council’s events and activities, including attendance and assistance with set up and close down.
* Help to build partnerships with local organisations e.g. Parks Trust, PCSOs etc.
* Help to build a volunteer base and development of a volunteer strategy.
* Assist in the organisation of community litter-picking campaigns.

**ADMINISTRATION**

* General administrative assistance to the Clerk
* Meeting preparations
* Placing official notices / organising the Council’s noticeboards.
* Regular updates to the Council’s website and social media platforms.
* Stock control, ordering of supplies and updates to the asset register.

**The post holder will be expected to undertake training to be a Qualified Emergency First Aider and Fire Warden**