

Operations Coordinator

Job Summary

Windlesham Parish Council is seeking to recruit an enthusiastic and committed individual to join a small team supporting a large Parish Council.

The post holder will provide a comprehensive range of clerical and administrative duties to ensure the Parish Council successfully maintains a robust asset management system, including health and safety compliance.

In addition, they will work as part of the team, supporting the Clerk and Assistant Clerk with the overall administrative function of the Council.

Duties of the post

1. Operations Administration

- 1.1. To ensure health and safety compliance of all council owned assets, including annual risk assessments and periodic condition assessments. The post holder will also be responsible for organising any associated maintenance.
- 1.2. To monitor building maintenance, obtaining quotes, and organising any associated works
- 1.3. To manage all playground maintenance, in accordance with monthly and annual inspection reports, ensuring identified work is carried out.
- 1.4. To develop and maintain the parish online asset mapping
- 1.5. To deal with queries associated with all council owned open spaces, carrying out regular maintenance checks, and liaising with maintenance contractors as required. The post holder will also be responsible for sourcing external quotes where necessary.
- 1.6. Organise annual planting schedules, Remembrance Day poppies / silent soldiers and festive trees/lighting around the villages.
- 1.7. Deal with all requests pertaining to use of council land for events, ensuring risk assessments and insurance cover are in place.
- 1.8. To assume responsibility for tree maintenance and periodic tree surveys. Liaising with the Surrey Heath Borough Council Tree Officer, to obtain permissions where necessary.

2. General Administration

- 2.1. To deal with queries from members of the public in person, by phone or by email and escalating these where necessary.
- 2.2. To help organise two annual functions – the community reception and annual parish meeting.
- 2.3. To place Parish Council adverts in relevant local media and/or on parish noticeboards
- 2.4. To maintain relevant sections of the Councils operations manual
- 2.5. Post information of public interest on the Facebook pages
- 2.6. To assist Cemetery Administrator and provide cover during times of annual leave
- 2.7. To undertake such other relevant duties as may from time to time be required by the Clerk or Assistant Clerk.

3. Training

The postholder will be expected to undertake the following training, which will be provided by Windlesham Parish Council:

- 3.1. Training on council procedures
- 3.2. Any other training appropriate to the role

4. Person Specification, Qualifications, and experience

	Essential	Desirable
Relevant Qualifications	<p>A high standard of education – minimum requirement</p> <ul style="list-style-type: none"> • Maths and English GCSE's or equivalent • 3 A' Levels or equivalent 	<ul style="list-style-type: none"> • Degree or equivalent
Relevant experience, skills and knowledge	<ul style="list-style-type: none"> • Strong IT and computer skills, including MS Office, 365 and MS Teams, or similar virtual working environment. • Proven administration skills, demonstrating a high level of accuracy 	<ul style="list-style-type: none"> • Knowledge and understanding of local council administration. • Practical experience of working in a busy office environment.

	<ul style="list-style-type: none"> • Ability to provide information, advice and guidance to the public effectively, both orally and in writing. • Ability to communicate at all levels using online resources such as websites and social media. • Ability to work to deadlines especially with competing demands. • Commitment to excellent customer service, demonstrating the ability to deal with members of the public in a tactful and professional manner. • Ability to set up and maintain manual and electronic filing systems. • Ability to work as part of a team and on own initiative. • Be able to drive and hold a current UK driving licence 	<ul style="list-style-type: none"> • Previous Health and Safety experience would be beneficial. • Previous experience conducting risk assessments would be beneficial.
Attitudes and Disposition	<ul style="list-style-type: none"> • Persuasive and confident communicator • Flexible approach to work • Resilient 	

5. Additional Information

5.1. 18 hours per week, worked over 3 days.

5.2. It is essential that the post holder holds a current UK driving licence and has access to a vehicle

5.3. Salary on the Local Government Pay Scale LC2, SCP 18-23, Actual part time salary £13,300-£14,667 dependent on experience. (FTE £27,344 - £30,151)