



SUNNINGDALE PARISH COUNCIL

Facilities Manager

Person Specification and Job Description

Person Specification

An outgoing, confident individual with experience of working with members of the public in an office based, customer service role.

Required Skills

- Proficient in Microsoft Office products, such as: Outlook, Word, PowerPoint and Excel
- Knowledge of Health and Safety regulations
- Experience of managing external contractors
- Online marketing using third party websites to advertise goods / venues
- Understanding of changes around GDPR
- Experience of managing sports / play facilities

Desirable Skills

- Experience of working with WordPress or other web management tools
- Social media postings, setting up new pages
- Online booking tools, such as Clubspark
- Experience of contract tender management

An accurate worker with the ability and desire to produce timely, professional work under the direction of the Clerk.

Job Description

Reporting to:	Clerk to the Council
Role (to include):	Managing the day to day activities relating to the promotion and safety requirements of Council Assets
Hours of work:	20 hours per week 9:30 to 3:00 (including 30-minute lunch hour) 4 days per week (Monday, Tuesday, Thursday, Friday)
Rate of Pay:	£19,171 FT Equivalent / £9.94 per hour / Contributory pension to £24,313 FT Equivalent / £12.60 per hour dependant on experience.
Holiday:	21 "days" leave (a day is the 5-hour working period)

Overall Responsibilities

- Day to day management of the facilities the council owns and provides for community use, such as:
 - the Community room at the Pavilion
 - office space and living accommodation at the Pavilion
 - the refreshment Chalet at the Recreation ground
 - the LTA Tennis courts and members facility
 - the playgrounds and sports equipment at the recreation grounds
 - and the field for Football and Rugby
- Liaison with external contractors and facilities employees for day to day running and ongoing maintenance
- Compliance with the Health and Safety standard and DBS requirements for the ongoing management and insurance mitigation of the facilities
- Online and in print marketing and communication around events and promotions for the facilities
- Implementation of a Community and Coach Licensing to conform with insurance requirements

Specific Responsibilities

- To promote and manage the bookings for the council facilities at the Pavilion building which includes the community room and offices
- To promote and manage the bookings for the field at the recreation ground
- To manage and where appropriate tender for the lease on the Chalet at the recreation ground
- To promote and manage the Tennis Courts to include promoting membership; promoting the courses and coaches as approved; monitoring the ongoing use and the community benefit
- Invoice and monitor payment against invoice for the leases; regular bookings and adhoc bookings of the council facilities and report to the clerk or finance team when payment is overdue or not forthcoming
- Keep accurate records of bookings as taken and hold all personal information collected in line with the council's policy and procedures under GDPR
- Generate online and written marketing material to promote the facilities and increase the use in line with the budgeted target as set by the council
- Maintain an asset register for the equipment in the playground and liaise with the play inspection contractors over work which is required to take place to conform with safety requirements
- Maintain an ongoing maintenance schedule for the facilities to inform the council budget setting procedure

Application Process

To apply for this role, please complete an application form and send into Sunningdale Parish Council by 9am Tuesday 23rd April 2019 either by:

- email to Clerk@sunningdaleparish.org.uk
- post to Ruth Davies, Clerk, Sunningdale Parish Council, The Pavilion, Broomhall Lane, Sunningdale SL5 0QS

Interviews will take place during the week of 29th April 2019, dates to be confirmed.

