

# BRACEBRIDGE HEATH PARISH COUNCIL

Bracebridge Heath Community Library, London Road, Bracebridge Heath, Lincoln, LN4 2LA  
07899 888530 – clerk@bracebridge-heath.co.uk

## Job Description - Deputy Clerk and Facilities Manager

<b>Job title</b>	<b>Deputy clerk and facilities manager</b>
<b>Location</b>	<b>Based at home. Attendance at meetings is required and regular inspection of facilities in Bracebridge Heath is expected.</b>
<b>Salary</b>	<b>LC1 SCP 11 to 17</b>
<b>Allowances</b>	<b>Homeworking allowance</b>
<b>Hours</b>	<b>20 hours per week (including some evening and weekend hours as needed)</b>
<b>Responsible to:</b>	<b>Clerk/RFO</b>
<b>Responsible for:</b>	<b>Caretaker and facilities cleaner</b>

### Purpose of role

- To be responsible for the day to day management of community facilities including community buildings, recreation and play facilities.
- To be responsible for the day to day management of grounds maintenance for the councils open spaces and woodland areas.
- To act as line manager to the caretaker and facilities cleaner
- To be the deputy to the clerk/RFO, carrying out the functions of the clerk/RFO during periods of absence and at other times as required.

### Specific responsibilities

#### Management of facilities and open spaces

- To provide day to day management of:
  - community buildings;
  - outdoor facilities and play parks; and
  - council's green spaces including the woodland, cemetery, allotments and other open spaces.

Day to day management will include arranging for the maintenance and repair of facilities, open spaces and grounds as needed.

- To provide day to day management of contracts associated with community facilities including but not limited to grounds maintenance, alarms and CCTV, safety inspections and utilities.
- To manage and oversee hire of community buildings including taking bookings, liaising with hirers, maintaining schedules and diaries as required.
- To ensure that appropriate health and safety measures are in place and implemented as required.
- To ensure that risk assessments and procedures for community facilities are up to date and are in line with best practice and legal requirements.

## **Committee responsibilities**

- To be the responsible officer for the Amenities committee and have shared responsibility for the Environment committee.
- Committee responsibilities include:
  - preparation of agendas and minutes in consultation with relevant members and staff;
  - attendance at meetings as required;
  - preparation of relevant reports and updates and making recommendations to committees;
  - carrying out actions and enacting resolutions from meetings;
  - responding to planning applications as agreed by the Environment committee.

## **Deputy clerk responsibilities**

- To act as the proper officer of the council in the absence of the clerk, attending and preparing for meetings as necessary.
- To be responsible for financial administration in the absence of the clerk/RFO including:
  - receiving and processing invoices;
  - issuing invoices;
  - administering payroll and pension contributions;
  - making payments as authorised; and
  - reporting on income and expenditure.
- To contribute to the management and delivery of new and existing projects from start to completion.
- To respond to correspondence from members of the public as required.
- To update and assist with the management of the council's website.
- To assist with the planning and running of events as required.

## **Management responsibilities**

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- To act as line manager for the caretaker and facilities cleaner carrying out supervision, meetings and appraisals as needed.

## **Other job requirements**

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- To participate in continuing professional development to increase the knowledge and experience required for the efficient management of the Council. This includes attending relevant training courses or seminars.
- To undertake any other duties commensurate with the post
- To work flexibly to meet the requirements of the council and its services.
- To be available to attend meetings during normal working hours and in the evening.

This job description sets out the main duties of the job as at September 2020. Such duties may vary from time to time without changing the general character of the post or the level of responsibilities entailed.