

**Town Clerk (FT)**  
Proper Officer

**Marketing and Community Engagement Officer  
(PT – 30hrs)**

**Assistant Town Clerk and Responsible  
Financial Officer (PT – 32hrs)**  
Responsible for:  
Financial Management (S151 Officer)  
Accounts, payroll and Finance Sub-Committee  
Auditing/Insurances  
Personnel (Human Resources)  
Assisting Town Clerk with Proper Officer/Clerk duties

**Estates and Facilities Manager (FT)**  
Responsible for:  
Facilities Management for Civic Centre  
and UTC buildings  
Building Maintenance programme  
Health and Safety  
Contracts Management  
Management of Grounds staff  
Grounds management of open spaces, nature reserves  
and play areas  
Contracts management – grass cutting, floral displays etc  
Management of conservation – nature reserves and  
ancient woodlands

**Hospitality Manager (FT)**  
Responsible for:  
Restaurant Management  
Events Management  
Marketing and Communication of  
Civic Centre, Events and Restaurant

**Senior Administrative Officer  
(FT)**  
Management of Environmental and Leisure  
Committee  
Cemetery (Registrar for Burials and Ashes)  
Allotments

**Head Groundsman  
(1 x FT)**

**Head Caretaker  
(1 x FT)**

**Cook  
(2 x PT)**  
(1 x PT 27hrs)  
(1 x PT 22hrs)

**Front of house Food  
& Beverage Team  
(6 x PT)**  
(1 x PT 30hrs)  
(1 x PT 24hrs)  
(1 x PT 11hrs)  
(1 x PT 6hrs)  
(2 x PT 4hrs)

**Admin Officer  
(1 x PT  
22.5hrs)**

**Admin Officer  
(1 x PT  
22.0hrs)**

**Grounds Staff  
(4 x FT)**  
**Countryside Ranger  
(1 x FT)**

**Caretaker  
(1 x FT)  
(1 x PT 24hrs)  
(2 x PT 15hrs)**  
**Cleaning staff  
(1 x PT 10hrs)  
(1 x PT 15hrs)**

**Kitchen Assistant  
(2 x PT)**  
(1 x PT 12hrs)  
(1 x PT 8hrs)