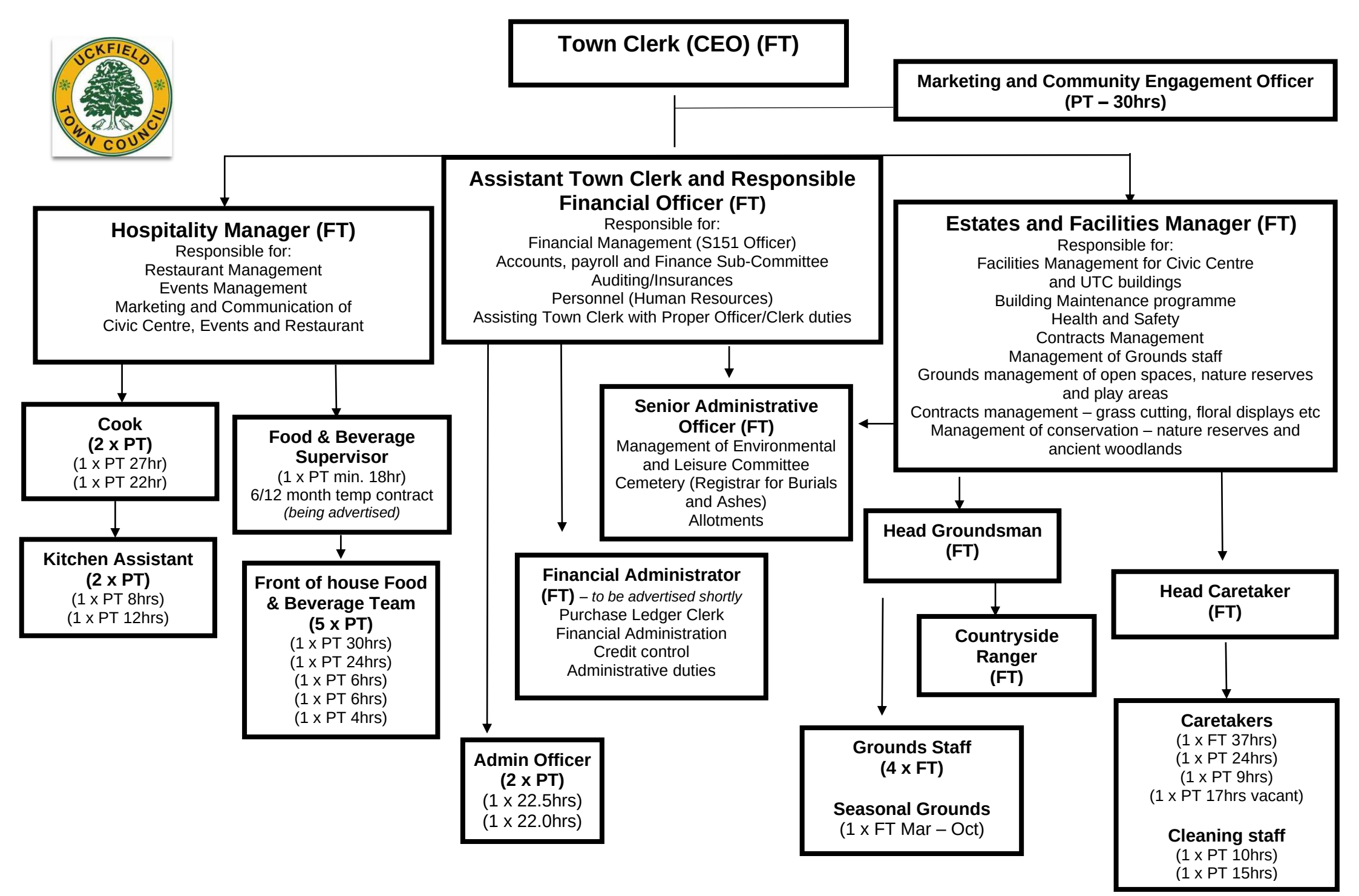
Town Clerk (CEO) (FT)
Marketing and Community Engagement Officer (PT – 30hrs)
Assistant Town Clerk and Responsible Financial Officer (FT)
Responsible for:
Financial Management (S151 Officer)
Accounts, payroll and Finance Sub-Committee
Auditing/Insurances
Personnel (Human Resources)
Assisting Town Clerk with Proper Officer/Clerk duties
Hospitality Manager (FT)
Responsible for:
Restaurant Management
Events Management
Marketing and Communication of
Civic Centre, Events and Restaurant
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
Cook
(2 x PT)
(1 x PT 27hr)
(1 x PT 22hr)
Food & Beverage Supervisor
(1 x PT min. 18hr)
6/12 month temp contract
(being advertised)
Senior Administrative Officer (FT)
Management of Environmental and Leisure Committee
Cemetery (Registrar for Burials and Ashes)
Allotments
Head Groundsman (FT)
Head Caretaker (FT)
Kitchen Assistant
(2 x PT)
(1 x PT 8hrs)
(1 x PT 12hrs)
Front of house Food & Beverage Team
(5 x PT)
(1 x PT 30hrs)
(1 x PT 24hrs)
(1 x PT 6hrs)
(1 x PT 6hrs)
(1 x PT 4hrs)
Financial Administrator (FT) – to be advertised shortly
Purchase Ledger Clerk
Financial Administration
Credit control
Administrative duties
Countryside Ranger (FT)
Admin Officer
(2 x PT)
(1 x 22.5hrs)
(1 x 22.0hrs)
Grounds Staff
(4 x FT)
Seasonal Grounds
(1 x FT Mar – Oct)
Caretakers
(1 x FT 37hrs)
(1 x PT 24hrs)
(1 x PT 9hrs)
(1 x PT 17hrs vacant)
Cleaning staff
(1 x PT 10hrs)
(1 x PT 15hrs)

March 2025