

Job Description for Administration Officer to the Parks and Open Spaces Committee and The Village Institute Community Centre and Charity Committee

- 1) 10 hrs per week based at The Village Institute, Crigglestone, WF4 3EB
- 2) Hourly rate—National Agreement LC1 7-12 substantive benchmark range used and Spinal Column Point (SCP) will be based on experience and qualifications. To be confirmed on appointment.
- 3) Employment Contract – National Agreement on Salaries and Conditions of Service
- 4) Accountable to the Clerk to the Council and the VI Management Committee

Village Institute requirements:

- a. Invoicing user groups on monthly basis and completing monthly budget and bank reconciliation. Submit annual return to Charity Commission
- b. Utility payments, taking meter readings, annually sourcing best value
- c. Issuing caretakers lists monthly and updating any changes
- d. Carry out internal and external inspections of building as per guidance
- e. Source funding and complete applications
- f. Review and update accordingly all risk assessments
- g. Deal with all enquiries from public, potential new users and existing users
- h. Create and manage online booking and payment system – (this is partially set up just not activated or finalised)
- i. Ensure cleaning is carried out satisfactorily and relevant to groups that are using the venue
- j. Provide cover when caretaker takes her annual leave, CPC Clerk or committee member to provide cover for VI clerk
- k. Undertake ongoing refurbishment requirements. Source and liaise with contractors, request quotations, ensuring works carried out satisfactorily as per contract.
- l. Able to follow Coronavirus and other guidance laid out for Village Halls and action accordingly
- m. Prepare for, attend and minute the quarterly and any other additional meetings of VI committee, *prepare agenda, action requests, keep committee informed, ensuring minutes are forwarded to parish council to be received*
- n. First point of contact for any disputes. Users or contractors and escalate where necessary to the committee for a decision.
- o. Familiar with IT applications and be competent in using them Microsoft 365/Word/Excel
- p. Able to create and manage a Facebook page, manage the Website and update accordingly
- q. Local or reasonable travelling time, as key holder in emergencies

Parks and Open Spaces Committee Requirements (POS)

- a. Prepare for, attend and minute the quarterly and any other additional meetings of POS committee, *prepare agenda, action requests, keep committee informed, ensuring minutes are forwarded to parish council to be received*
- b. Ensure budget monitoring and report to Clerk to council the committees' requirements, for further approval at a parish council meeting
- c. Liaise with and/or source contractors to carry out the works required
- d. Ensure contractors are sufficiently briefed and appropriate for the works and hold the relevant qualifications.
- e. Review Friends of Betty Eastwood Park Management Plan on annual basis
- f. Manage the Annual Hanging baskets initiative in its entirety
- g. Monitor and action the requirements contained in the Management Plan for Betty Eastwood Park and other Open Spaces in the Parish
- h. Monitor litter picking initiative in conjunction with POS committee members and community members
- i. Source funding and complete applications