

JOB VACANCY

ESTATE & FACILITIES OFFICER

We are recruiting!

This exciting new pivotal role, working with other officers, will form a key part of the delivery of the Parish Council's Action plan and statutory requirements. The role of Estate and Facilities officer incorporates a range of activities, statutory tasks and overseeing services for the benefit of the community of Broadbridge Heath. This includes risk management, general maintenance, liaison with third parties, and reporting issues as well as community liaison.

The role's key objectives are:

- Operational safety and risk management
- Keeping the parish safely maintained
- Providing an approachable friendly point of contact for residents
- Signposting residents to services

Various other duties will be expected as part of this post which are covered in the job description that will be made available to all applicants (see below). Previous experience in a similar estate and property or Parish Council role would be desirable.

18-20 Hours per week (negotiable) - Includes occasional out of hours (evening/weekend) work

Salary based on NJC pay scale points SCP13-SCP17 - £13.97-£14.95 per hour. (£26,873-£28,770 FTE). Invitation to join the Local Government Pension Scheme (LGPS) administered by West Sussex County Council.

We invite all interested parties to visit our website for further details and to download the application form.

If any further information or assistance is required, please e-mail admin@broadbridgeheath-pc.gov.uk or telephone 01403 900665.



[How to apply](#)

The closing date for all applications is midday on Tuesday 7th May 2024