



# Sherborne Town Council

The Manor House, Newland, Sherborne, Dorset, DT9 3JL

## Job Description

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<b>Job Title:</b>	Facilities Officer
<b>Salary Range:</b>	Salary Grade SCP: 18 (£31,537) to 21 (£33,143) pro rata
<b>Hours of Work:</b>	Monday to Friday (30 hours per week covering core times between 10am and 2pm daily)
<b>Location:</b>	The Manor House, Newland, Sherborne
<b>Responsible to:</b>	Town Clerk

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**Main Purpose of Job:** The Facilities Officer is responsible for the effective management and proper administration of the Town Council's facilities under the line management of the Town Clerk, who retains overall responsibility.

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**Working Relationships:** The Facilities Officer has contact with: Internally, all members of staff and Councillors. Externally, all tiers of local Government, surrounding town and parish councils, local groups/organisations, residents and suppliers of goods and services to the Town Council.

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**Council Facilities:** Sherborne Cemetery and Cemetery Extension, Digby Hall, Terrace Playing Fields, Pageant Gardens, Paddock Garden, Allotments, Westbury Hall, Manor House, Children's Play Areas.

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### **Main Duties & Responsibilities**

#### 1. Sherborne Cemetery

- To ensure that grave ownership is correctly transferred in accordance with The Local Authorities Cemeteries Order (LACO 1977).
- To deal with enquiries from the public and from Funeral Directors through to burial/interment of ashes.
- To liaise with the Grounds & Property Manager to identify suitable plots using maps, burial records and computerised records.
- To liaise with relatives of the deceased.
- To maintain accurate manual and computerized records of the interments (Access and Rialtas).
- To liaise with Monumental Masons regarding permits for memorials.
- To maintain records and draft invoices for cemetery work.
- To liaise with the service provider of the booking system regarding queries and the implementation of updates.
- To keep all associated documents up to date and to liaise with the Communications Officer to ensure all documents on the website are up to date.

## 2. Digby Hall (Community Hall)

- To be the lead contact and manage all computerised bookings associated with the Digby Hall.
- To develop good working relationships with all hirers to encourage repeat bookings.
- To input all information accurately onto the computerised booking system (Bookteq).
- To maintain accurate records for invoices to be prepared.
- To liaise with hirers from the point of booking through to their event taking place.
- To liaise with the hirer regarding their requirements if alcohol is to be served.
- To keep all associated documents updated and to liaise with the Communications Officer to ensure all documents on the website are up to date.
- To ensure accurate records of hirers' insurance documentation is maintained.
- To liaise with Caretaker to ensure the smooth running of the events booked.
- To write promotional work in conjunction with the Communications Officer to include the monthly 'What's On' guide and the upkeep of social media platforms for the venue.
- To liaise with the service provider of the booking system regarding queries and the implementation of updates.

## 3. Terrace Playing Fields (Sport)

- To be the lead contact and manage all computerised bookings associated with the Terrace Playing Fields (Bookteq)
- To develop good working relationships with all sports clubs and users of the Terrace Playing Fields.
- To input all information accurately onto the computerised booking system.
- To maintain accurate records and produce invoices for all billings.
- To liaise with hirers from the point of booking through to their match/activity taking place.
- To obtain risk assessments and ensure insurance documentation from hirers as required.
- To keep all associated documents up to date and to liaise with the Communications Officer to ensure all documents on the website are up to date.
- To liaise with the Groundsman to ensure the smooth running of the matches/activities booked.
- To liaise with the service provider of the booking system regarding queries and the implementation of updates.
- To liaise with the Communications Officer regarding his/her promotional work for the venue.

## 4. Allotments

- To manage the allotment waiting list.
- To issue new tenants with allotment Tenancy Agreements, associated documents and a key where appropriate.
- To maintain records and produce invoices for allotment Tenancy Agreements
- To regularly inspect all allotment sites, send out letters/emails regarding non-cultivation, and terminate tenancies when tenants contravene the Tenancy Agreement.
- To deal with all enquiries relating to the allotment site.
- To ensure all documents are updated and to liaise with the Communications Officer to ensure all documents on the website are up to date.
- To liaise with the Communications Officer regarding his/her promotional work for the allotments.

## 5. Pageant & Paddock Gardens

- To be the lead contact and manage all computerised bookings associated with both Pageant & Paddock Gardens.

- To input all information accurately onto the computerised booking system.
- To maintain accurate records for produce invoices for associated billings.
- To liaise with hirers from the point of booking through to their event taking place.
- To liaise with the hirer regarding the licensing of their event as necessary.
- To obtain risk assessments and insurance documentation from hirers as required.
- To liaise with the Grounds Maintenance Supervisor to ensure the smooth running of the events booked.
- To administer the allocation and the return of keys.
- To keep all associated documents updated and to liaise with the Communications Officer to ensure all documents on the website are up to date.
- To liaise with the Communications Officer regarding his/her promotional work for the gardens.

#### 6. Manor House (Council Offices)

- To liaise with the Cleaner.
- To act as a point of contact for all tenants.
- To deal with booking requirements for room hire.
- To administer the allocation of keys.
- To liaise with the Grounds & Property Manager regarding room hire and maintenance issues.

#### 7. Pack Monday Annual Event

- To coordinate the Town Council's involvement in Pack Monday.
- To liaise with the Groundsman at the Terrace Playing Fields regarding events and activities at the venue.
- To inform the sports clubs of the dates and times of activities at the Terrace Playing Fields.
- To ensure all required Risk Assessments are received by Sherborne Town Council.

#### 8. Committee Meetings

- To attend and provide a minute taking service for occasional meetings of the Town Council held either during the daytime or evening.

#### 9. Other administrative duties

- To perform a range of clerical duties such as filing, photocopying, scanning laminating etc.
- To provide occasional cover for the Civic Officer to ensure the continued operation of the Town Council during any periods of absence.
- To research and apply for grant funding opportunities.