



APPOINTMENT OF A PARISH ESTATE & EVENTS MANAGER

August 2022

WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover, Aylesbury, Buckinghamshire HP22 6DU
Telephone: 01296 623056 Email: clerk@wendover-pc.gov.uk

ABOUT WENDOVER PARISH COUNCIL

The small market town of Wendover lies in an escarpment on the Chiltern Hills and includes Green Belt and areas of Outstanding Natural Beauty. A thirteen-member Parish Council serves the 9,000+ residents in the Parish. The Council has a staff comprising a full-time Clerk, an Estate Manager, and a Communications and Office Assistant. There are two groundsmen who cover a 7-day rota. The 2022/23 requested precept is just under £326k.

The Council is, under normal circumstances, administered from The Clock Tower, a well-known local landmark, found in the town centre. It is owned and maintained by the Parish Council.

The full Parish Council meets on the first Tuesday of every month. It functions through five Committees, namely Amenities which meets monthly, Planning, which meets twice monthly, Finance which meets quarterly, with Staffing and Complaints which meets quarterly or more frequently if required. Most meetings are held in the evenings where the Clerk and/or Assistant Clerk will join.

The Parish Council fosters good relationships with local organisations and has representation on some of them, such as our Community Library, Youth Centre, Wendover Action Group, the local Churches, and RAF Halton. Some of these organisations may receive grant funding from the Council as required.

Several outdoor facilities are owned by the Parish Council, these include two allotment sites, community orchard, children's playground equipment and adult fitness equipment. In addition, there is a pond and several open green spaces. These facilities are maintained by our ground staff who also look after street furniture and some of the many footpaths and rights of way.

The Council also owns The Manor Waste, which is the paved area along the High Street where the War Memorial stands. The Manor Waste forms the hub of the High Street where a weekly market is held as well as a monthly Local Produce Market. It is the venue for a variety of events throughout the year including Christmas celebrations organised by the Council. Projects

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budgeted for 2022/23 include the ongoing re-development of Hampden Pond, on-street parking review, additional tree planting, canal pathway upgrade and various other climate initiatives.

Communication with the residents of Wendover is vital and keeping residents informed is an important part of the council's function. There are four notice boards around Wendover, the Parish Council website and social media channels are kept up-to-date regularly and the back page of our local newspaper, Wendover News, which is devoted to the Parish Council. Residents are encouraged to attend Parish Council meetings.

The future looks challenging but interesting. The Vale of Aylesbury Local Plan (VALP) has now been adopted (our Wendover Neighbourhood Plan was adopted in early 2020). The need for Buckinghamshire Council to build 31,000 houses within the Vale is key pressure point for us. HS2, the high-speed train link to the North of England, will be running through part of Wendover. And Buckinghamshire has become a single unitary authority. A further challenge is the devolution of services from County to Parishes which increases the pressure on the financial resources of the Parish Council. Our main challenge is to champion the historic nature of the market town, keeping its unique character for all those who reside, work & frequent it, while absorbing the inevitable changes.

For further information please visit our website: www.wendover-pc.gov.uk

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PARISH ESTATE & EVENTS MANAGER JOB DESCRIPTION

Post Title: Estate & Events Manager

Accountable to: Full Council via Chair of Staffing

Hours: Full time (37 hours per week including some evenings & weekends)

Grade: LC2 SCP 24 – 29 £29,174 - £33,486

1. Job Purpose:

- Will take overall responsibility for the Council's managed estates, events, and grounds staff.
- Reporting to the Council as a corporate body, they will lead a strong, committed team, managing the devolved services, managing the Clock Tower utilities, overseeing all Parish Council-owned open spaces (Markets, Manor Waste, Allotments, Play Spaces), driving the Amenities Committee with associated administration and lead the annual Christmas Event, APM, Picnics in the Park.
- They will oversee the project management of all WPC projects at all times
- Assist, support and deputise for the Clerk when appropriate to ensure that the instructions of the Parish Council in connection with its functions as a Local Authority are carried out. In particular to produce all information required to assist the Council to make effective decisions.
- Assist the Clerk in the implementation of all Council decisions and account to the Council for the effective management of resources.
- Undertake specific projects on behalf of the Council.
- In the absence of the Clerk, to take responsibility and to act as the Clerk of the Council.

2. Overall Duties:

- Take full responsibility for ensuring that the instructions of the Parish Council in connection with its function as a Local Authority are carried out.
- Be accountable to Wendover Parish Council as a corporate body, through the Staffing Committee and Chair, for effective management of all its resources, reporting as and when required.
- Be accountable for all Health and Safety matters relating to staff, contractors, public and assets.
- Responsible for facilitating the development of a long-term strategic vision for Wendover Parish & the Council.
- Liaison with Buckinghamshire Council (BC), NALC, BALC and SLCC.
- Study reports and other data on activities of the Parish Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.

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- Draw up, both on their own initiative and, as a result of suggestions by Councillors, proposals for consideration by the Council and advise on feasibility, practicability, and likely impact/effects of specific courses of action.
- Act as a representative of the Parish Council as required.
- Project manage major projects.
- To cover holidays and sickness, including evening meetings and office opening hours as required.
- Deal with members of the public in person, by email and on the telephone.
- Liaison with other local authorities and organisations as directed by the Clerk.
- Assist the Clerk to manage all resources and activities of the Council to satisfy customer needs and meet any targets set.
- To undertake general office duties.
- Liaise with the market traders, allotment holders, youth groups, schools, churches and other community/voluntary groups.
- Support Councillors in carrying out their role.
- Assist the Clerk to maintain in good order all records relating to the Council and its Committees (e.g. Minutes, Declarations of Interest, training records etc) and comply with all statutory requirements relating thereto.
- To maintain office records and assist the Clerk with all necessary requirements for managing Parish Council business such as risk assessments and annual review of policies and core documents.
- To undertake any reasonable instruction from the Council or Clerk.

3. Amenities Committee Meetings

- Attend meetings of the Parish Council and of Parish Council Committees, as required.
- To issue notices of and prepare, in consultation with the appropriate Council member, agendas for all meetings of Council and Committees and prepare and circulate appropriate papers pertaining to the agenda in a timely manner.
- To prepare, circulate and publicise minutes from these meetings for approval unless such duties have been delegated.
- To ensure that statutory and other provisions are observed by Council during meetings and on other appropriate occasions.
- To take responsibility for the administration of Committees when required, under the direction of the Clerk and relevant Chairman.
- Provide reports and research papers to Committees or full Council as directed by the Clerk.
- Attend meetings and take minutes as required.
- Action decisions of the Committees as directed by the Clerk.
- To provide support to working groups as required.

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4. Financial/Physical Resources

- Work with the Parish Clerk who is the Responsible Financial Officer for Wendover Parish Council, specifics of this role include:
 - Gathering quotes and preparing papers for meetings
 - Monitoring Amenity, Highways and Events expenditure and income
 - Collating costs for events and recreation expenditure for the annual budget process
 - Create and maintain project status reports for all projects including financial monitoring.

5. Event Management

- To drive all Parish Council events, regardless of size or scope, working with Councillors, Volunteers and Staff

6. People

- Have overall responsibility for the work of Wendover Parish Council staff (two Groundsmen, Communications & Office Administrator) and volunteers and undertake line management of specified staff members in keeping with the policies of the Parish Council and undertake necessary activities in connection with the management of salaries and conditions of employment
- To supervise Council staff members as a line manager; to carry out an annual appraisal of such staff.
- To advise on salaries and manage conditions of employment and the work of such staff.

7. Training

- To maintain up-to-date professional knowledge by attending training courses and by membership of The Society of Local Council Clerks.
- Attend training courses on the work and role of the Clerk as required by the Parish Council.
- To work towards achieving the Certificate in Local Council Administration if this has not already been obtained.

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PARISH ESTATE & EVENTS MANAGER : JOB SPECIFICATION

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| Experience in local government administration..... | Desirable |
| Experience in office administration..... | Essential |
| Recognised qualifications in these areas..... | Desirable |
| Expertise in using the MS office suite, incl. Word/Excel..... | Essential |
| Working with websites & social media..... | Essential |
| Experience in the management of assets..... | Desirable |
| Preparing financial statements, cash flows and forecasting & budget setting | Desirable |
| Excellent communication skills, both written and oral..... | Essential |
| Friendly but professional telephone manner..... | Essential |
| Ability to speak confidently to an audience..... | Desirable |
| Ability to research and interpret complex information..... | Essential |
| To write detailed but clear reports..... | Essential |
| To give clear advice on procedure and practice in local government..... | Desirable |
| Experience managing property and open spaces..... | Desirable |
| Basic understanding of planning regulations..... | Essential |
| Managing and motivating a team of staff and volunteers.... | Essential |
| Self-motivated, able to work alone under own initiative..... | Essential |
| Honest, trustworthy, reliable..... | Essential |
| Strategic thinker..... | Essential |
| Prepared to accept challenges and change..... | Essential |
| Both leader and team player..... | Essential |
| Emotionally resilient..... | Essential |
| Valid driving licence and own transport..... | Essential |

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