



## MALDON TOWN COUNCIL

Town Council Offices  
Town Hall, Market Hill  
Maldon  
Essex CM9 4RL

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Town Mayor: Cllr J. Stilts

Town Clerk: Mrs J. Coleman

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[www.maldontowncouncil.gov.uk](http://www.maldontowncouncil.gov.uk)

Maldon Town Council has a vacancy for a part-time

## ENVIRONMENT OFFICER

Salary Scale LC1 22-25 (£21074 - £23111) dependent on qualifications and experience. Local government Pension Scheme available. Hours of work are 30 hours per week (inclusive of evening work).

Maldon is a beautiful historic market town situated on the estuary of the River Blackwater in Essex, with a long and proud civic history. You will be working alongside the Town Clerk as part of a small friendly team, providing administrative support to the Town Council under the guidance of the Clerk. Your role will be to support Councillors, liaise with members of staff, local authority officers, contractors, outside organisations and members of the public as required.

You will be primarily responsible for managing those public open areas which are owned by the Town Council, including 3 allotment sites; 2 public gardens; 3 closed churchyards and 2 ponds. You will also provide support to Maldon in Bloom (MIB), organising the summer hanging basket scheme and floral displays in the town centre, the MIB annual competitions, as well as overseeing the group's entry into Anglia in Bloom.

You will act as Clerk for the Environment Committee (8 meetings per year), writing their reports, agendas and minutes as well as general office duties. A local government background would be beneficial. Excellent IT skills are essential, (Word, Excel, PowerPoint and Social Media) together with a knowledge of Wordpress to be able to maintain the Council's website.

A person specification, job description and application form can be downloaded from the Town Council website, [www.maldontowncouncil.gov.uk](http://www.maldontowncouncil.gov.uk). Informal enquiries should be addressed to the Town Clerk, Jane Coleman (Contact details above). Interviews will be undertaken during the week of 29<sup>th</sup> October.

We are an Equal Opportunities Employer

Closing date for applications is noon on **Friday 19<sup>th</sup> October 2018**.

Maldon is twinned with: Cuijk, Holland and Villeparisis, France



## DETAILED JOB DESCRIPTION

POST ENVIRONMENT OFFICER

GRADE LC1 spinal points 22-25

REPORTS TO The Town Clerk

JOB PURPOSE To manage those assets of the Town Council which are the responsibility of the Environment Committee. To work closely with the Chairman of that Committee and act as its Clerk.

1. Act as Clerk to the Environment Committee (approx 8 evening meetings per year). Attend meetings, prepare agenda, reports, minutes, undertake follow-up work. This Committee is responsible for:
  - Three allotment sites
  - Three closed churchyards
  - Market Hill Garden
  - Leech Memorial Garden
  - War Memorial & Horse trough on High Street
  - Pump at Cromwell Hill
  - St Giles' Ruins
  - Various areas of amenity land in the town's estates
  - Ware and Wycke Hill ponds
2. Monitor these sites, record any problems and ensure these are followed up.
3. Undertake appropriate health & safety checks and risk assessments for all sites
4. Liaise with and monitor work undertaken by the Ground Maintenance Contractor.
5. Liaise with and monitor work undertaken by other contractors for projects on Council sites.
6. Allotment sites
  - undertake plot inspections and liaise with tenants
  - Manage allocation of vacant plots and gate keys
  - Prepare and issue annual allotment invoices and collect payments.
  - Prepare and issue an allotments newsletter each year.
  - Organise one tenants meeting each year.
7. Support the work of the Maldon in Bloom Group, attend meetings (daytime), organise the Hanging baskets scheme, issue invoices and collect payments.
  - Prepare portfolio for Anglia in Bloom and organise judges' visit.

### Special conditions

- Take part in any suitable training as prescribed by the Town Council
- Any other duties which from time to time may be allocated by the Town Clerk
- Make every effort to create a harmonious working environment
- Co-operate fully with the Council's Appraisal Scheme

<b>PERSON SPECIFICATION</b> <b>ENVIRONMENT OFFICER</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>		
Experience of working in local government sector		✓
Experience of accounts and budget management involving sound financial practice, procedures and systems.		
Knowledge and experience of Planning applications		
<b>Management and Organisational Experience</b>		
Experience of staff / volunteer / member management		✓
Experience of project / contract management		✓
Experience of preparation of bids for external funding		✓
Experience of payroll duties		
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>		
Ability to analyse and communicate financial information with good numeracy skills.		✓
Strong administrative skills.	✓	
Ability to allocate, co-ordinate, plan and prioritise own workload an meet tight deadlines	✓	
Commitment to accuracy and quality	✓	
Problem solving and decision making aptitude	✓	
Ability to use a computer and Microsoft Office Professional programmes and e-mail including a sound knowledge of Windows Word and Excel applications and Power point presentations	✓	
Excellent verbal and written communication skills	✓	
Familiar with day to day running of a website	✓	
Ability to think at a strategic level.		✓
The ability to work on own initiative and suggest improvements to organisational systems/procedures	✓	
The ability to produce professional documentation, including policies, contracts and risk assessments	✓	
Ability to interpret legislation and communicate key aspects in a user friendly way	✓	
<b>EDUCATION AND QUALIFICATIONS</b>		
Certificate in Local Council Administration (CiLCA) or Certificate of Higher Education (Local Policy)		
Commitment to personal development. Willingness to undertake training	✓	
<b>PERSONAL ATTRIBUTES</b>		
Pleasant, approachable disposition	✓	
Ability to cope under pressure	✓	
Highly visible and committed to team working with good people management and interpersonal skills	✓	
Good mediator	✓	
Target focused	✓	
<b>OTHER FACTORS</b>		

<b>PERSON SPECIFICATION</b> <b>ENVIRONMENT OFFICER</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Flexibility and willingness to work evenings and some weekends when required	✓	
Full driving licence with access to a car		✓
Commitment to ensuring confidentiality is respected and Council and legal guidelines are observed.	✓	
<b>EQUAL OPPORTUNITIES</b>		
Be able to demonstrate a commitment to the principles of equal opportunities and diversity and be able to carry out duties in accordance with those policies	✓	

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