

**Okehampton Town Council
Job Advert**

Facilities Officer

Hours – 26 hours p/week. Days to be agreed, can be flexible but must include Thursdays

Salary – NJC Pay scale: Commencing pro-rata salary SCP16 £20,780.32 (FTE £29,572) p/annum rising to SCP17 following successful completion of the 6 month probationary period.

Pension – LGPS pension scheme

Closing date – Friday 9th May 2025

This is a new role within Okehampton Town Council. The successful applicant will be responsible for the maintenance and management of the Council's buildings including roofed structures within Simmons Park and at other locations as may be applicable. Incorporated into the role is the facilitation of events, liaison with hirers, building related health and safety, and line management of caretaking staff.

The Facilities Officer will be required to obtain quotations for and oversee building and maintenance work, prepare and write reports to the council and attend evening meetings as required, normally on a Monday. Some other evening and weekend working may be required.

Please refer to the job description for full details of the requirements which is predominantly desk/office based.

In all cases a basic DBS check will be undertaken, and an enhanced DBS check may be undertaken in accordance with requirements for the Youth Council and work experience and volunteer opportunities that the council offers.

Interviews are anticipated to be held on 19th May 2025

The application form and further information can be download from the website www.okehampton.gov.uk or obtained from the office. A word version of the application form can be provided on request. For an informal chat about the post please contact Emma James, Town Clerk.

Emma James
Town Clerk
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