

## Vacancy: Asset & Project Support Officer

Permanent | Part-time | Nottingham, NG13 8AL | £31,537 to £35,412

Are you motivated by meaningful, community-focussed projects? Do you enjoy variety and learning opportunities? Are you striving for career progression potential?

This role is not a desk bound data driven role. At Bingham, you'll be a conduit between strategic and corporate ambitions and a key part of small but driven team.

Bingham Town Council is an established and supportive influence within a market town steeped in community spirit. We have received the Foundation Award, from the Local Council's Award Scheme, in recognition of our achievements in governance, community engagement, and council improvement.

Working with the Clerk to deliver the Council's services and ambitious projects, will be a key part to your role. You will support the improvement of services, management of assets and the progression of new and exciting projects.

In this role, no two days will be the same, and your duties far from mundane. You will be trained in all aspects of the office administration including cemetery management, risk management and project support.

Focussing on the management and maintenance responsibilities of the Town Council's assets, you will liaise with community tenants, contractors and the Council's grounds maintenance team. You will also oversee the health and safety objectives of the Town Council.

### **Are you interested in...?**

- A mutually agreed contract of between 25 and 30 hours a week
- A standout LGPS pension featuring a 20.1% employer contribution
- An interesting and varied role interacting directly with public, tenants, contractors & volunteers
- Sector-specific, professional training to get you up to speed and develop your skills
- Flexible working hours (around core hours of 9am till 1pm) to suit your personal circumstances
- 23 days' annual leave (pro-rata), with bank holidays on top (26 days after 5 years service)
- Festive shutdown; three extra days of holiday between Christmas and New Year

A local hub for outlying villages, Bingham has a bright and busy future, growing in population with over 1000 new homes.

Joining a small team of four, your role will be a key support role for the team and Clerk. Our experienced Clerk will be on hand to support you develop the role, helping to deliver the Council's strategic priorities.

Ideally, you will have some knowledge or experience of the public sector; however, if you are a versatile business professional with the transferable skills and experience, we'd still like to hear from you.

### **The Requirements...**

- Experience working in and progressing a small team
- At least three years of customer/community-focused experience
- IT proficiency; comfortable using Word and Excel for basic daily office tasks
- Letter writing; report writing and project support experience
- A composed and confident character who enjoys variety and problem solving
- Experience in key areas including; project support, contract/asset management & health and safety

**The Next Step...**

In the first instance, email your CV to [info@bingham-tc.gov.uk](mailto:info@bingham-tc.gov.uk) or call 01949 831445

Look out for a follow-up email, which will be automatically sent to you. Please check your junk/spam folder if you haven't received an email within 48 hours. Respond to this email, as advised, to complete your job application.