



EARLEY TOWN COUNCIL VACANCY OPERATIONS MANAGER

Do you have experience in grounds and/or buildings management?

Do you have knowledge of health & safety?

Are you looking for a role within the local community?

Then this could be the role for you.

Salary Scale: SPC 27 - 31 per annum (£31,346 - £34,728) (depending upon experience and qualifications) plus Local Government Pension Scheme

The Town Council is seeking to appoint a forward thinking and proactive Operations Manager who is experienced in grounds or building management.

The post holder will be required to oversee the maintenance of all Council outdoor sites, such as sports grounds and parks and Council buildings, including community centres and sports pavilions and will require knowledge of health & safety compliance.

As line manager to the Grounds/Parks team and the Maintenance team you will possess good leadership, communication and organisational skills and be able to identify training needs.

The successful applicant must be able to demonstrate that they have relevant experience in either grounds management and/or knowledge of managing buildings.

Previous experience in project management, developing maintenance plans and awareness of climate issues would be an advantage.

Due to the nature of this role you will be required to travel between Council sites and may on occasions be required to attend an evening meeting or be available at a weekend

The closing date for receipt of applications is 12 noon, Monday 22nd November 2021

*Only completed application forms will be accepted, **please do not send CVs.***

An application pack is available on our website at: www.earley-tc.gov.uk.

Interviews will take place week commencing **29th November 2021**
(Interviews will be conducted in person)

For an informal discussion about the post contact Jo Friend, Town Clerk, at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL, telephone 0118 986 8995 or email townclerk@earley-tc.gov.uk.

Earley Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.