



DIDCOT TOWN COUNCIL is looking for a talented Duty Manager

**SCP 11 – 17 £27,269 to £30,060; full or part - time
Benefits include up to 30 days holiday per annum; Local Government
Pension and opportunities to train and develop skills**

The Council is seeking to appoint a pro-active Duty Manager to assist the Estate Manager in all matters associated with running the Town Council's properties. We are growing and we need help to ensure these facilities are open to Didcot's residents; charitable groups and local businesses.

You will shadow the Estate Manager in not only running our properties but in serving the Properties & Facilities Committee. You will get involved with everything from helping to compile agendas to meeting contractors; gathering quotes and producing professional reports that enable the Councillors to make informed decisions.

You will work closely with the Buildings and Security Officer to ensure that the assets belonging to Didcot Town Council are safe to open for the public and kept in the best possible condition.

Duties will include some weekend attendance on a monthly rota and some evening work. Flexible working throughout the week will reflect the varied nature of this role and some home working is also possible.

Much of the role involves the ability to jump from different activities quickly and efficiently – taking on essential research and prioritising delivery to meet deadlines. Ultimately you will ensure that all operations flow smoothly – dealing with issues as they arise and reporting back to senior staff. Every day will be different and every day will pose a new challenge.

Please note that the Government's devolution programme will not affect this role other than more facilities being devolved down to Didcot Town Council.

Further qualifications in property management and project management is assured for the best candidates.

Didcot Town Council supports all action for tackling the climate emergency with a task of working with the District Council to bring down our CO2 emissions both in production and consumption to reach carbon neutrality by 2030 and carbon zero by 2050. All DTC staff will play an important part in realising these ambitions.

An application form and further details can be obtained from Didcot Town Council, Britwell Road, Didcot, Oxfordshire OX11 7JN, telephone 01235 812637 or email council@didcot.gov.uk, or via the website at www.didcot.gov.uk

Completed applications - accompanied with a CV if you wish - should be emailed in confidence to the Estate Manager smundy@didcot.gov.uk

**The closing date for applications is 12 noon Tuesday 22nd April 2025.
Interviews will be held week commencing 28th April 2025.**

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