



DIDCOT TOWN COUNCIL
“Designated Garden Town”
is looking for a talented
Projects & Services Officer

SCP 12 – 16 £22,183 to £24,012; 37 hours per week
Benefits include up to 29 days holiday per annum; Local Government
Pension and opportunities to train and develop skills

The Council is seeking to appoint an Officer to work on an exciting range of projects and services. This is a new and varied position where you will assist the Property & Facilities Manager in all matters associated with running the Town Council properties. You will act as the Clerk for the Property and Facilities Committee where you will assist with compiling agendas; taking concise minutes; and producing professional reports that enable the Councillors to make informed decisions.

Duties will include attendance at meetings which are mainly held on a Monday or Wednesday evening; liaison with key stakeholders and community groups across both the private and public sector; administration of the working groups linked with all Committees, such as: Traffic Advisory Group; Public Art Working Group; Allotment Liaison Group and ad-hoc ‘task and finish’ working groups on a range of projects.

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. You will work with the Town Clerk and Senior Managers to progress the Council’s services and facilities.

Applicants must be able to demonstrate that they have the skills to manage a variety of projects from start to finish – and on budget. The successful applicant would be expected to work towards obtaining the Introduction in Local Council Administration (ILCA) for which time will be allocated to achieve this qualification.

Didcot Town Council has recently declared support for 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 may be emailed in confidence to the Town Clerk jwheeler@didcot.gov.uk

The closing date for applications is 4th May 2021. Covid-friendly interviews will be held week commencing 17th May 2021.

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