

## HUNTINGDON TOWN COUNCIL



### JOB DESCRIPTION

- POST TITLE:** Amenities Officer – Maternity Cover up to 12 Months  
Full Time 37 hours per week
- DEPARTMENT:** Town Clerk
- GRADE:** SCP 22 £27,514
- PLACE OF WORK:** Hybrid Working - Huntingdon Town Hall and Working From Home
- PURPOSE OF JOB:** To provide administrative support to the activities of the Town Clerk's Office.  
To administer the management of:  
a) Allotments  
b) Planning Applications  
c) Play Area Inspections and Estates Services Time Sheets
- ORGANISATIONAL RESPONSIBILITIES:** The post holder will be responsible to the Town Clerk who will be the Line Manager; will have regular contact with the Mayor and Councillors, other members of staff and the general public

### DUTIES AND RESPONSIBILITIES

1. To manage Huntingdon Town Council's allotment sites, including the management of existing tenants, new tenants, invoicing, maintenance and regular inspections, risk assessments and tenant communication through newsletters and the annual Allotment Holder's Forum
2. Planning - responsible for collating and circulating planning applications for comment, S106 and CIL register management, liaison with local developments
3. Play Area Management – weekly logging of inspections and equipment audits, risk assessments
4. To carry out any other risk assessments for activities which come under the responsibility of the post
5. Management and updating of Town Council Noticeboards and Signage
6. Support with activities relating to Huntingdon In Bloom
7. Dealing with enquiries by telephone, face to face, or by email, together with opening, monitoring and distribution of incoming post and Town Council email inbox, and franking and recording of outgoing post

- 8. Logging of the Estates Services Team’s time sheets and vehicle check sheets
- 9. Maintenance of a suitable stock of office stationery, reprographics consumables, cleaning products and equipment for all Council sites, refreshments and catering for Town Council events etc
- 10. Support with the publication of agendas, reports, minutes and associated documents.
- 11. To assist with the Council’s annual calendar of Leisure & Community Events
- 12. Assist with the Mayor’s Diary in the absence of the Democratic Officer
- 13. To assist the Town Clerk in any other matter relating to the business of the Council as may be determined from time to time

The post holder will be required to undertake an annual appraisal in accordance with the Town Council's aims and objectives.



Signed .....

Date .....