

ADMINISTRATIVE OFFICER (GREEN SPACES)



Organisation: Newton Abbot Town Council
Grade: SCP 20 to 23
Salary: £30,296 to £32,076 per annum
Hours: 37 hours per week; Monday to Friday
Term: Permanent (following a successful 6-month probationary period).
Location: Newton Abbot Town Council, Newton's Place, Wolborough Street, Newton Abbot, Devon TQ12 1JQ.

✚ **Closing date: Noon, Wednesday 20th November 2024**

✚ **Interviews to be held 27th and 28th November 2024 (provisional dates)**

Newton Abbot Town Council is seeking a highly motivated and enthusiastic Administrative Officer to oversee the management of the Council's allotments and green spaces.

The Administration Officer for Green Spaces role is a new post and will play a pivotal role in promoting, developing and managing all aspects of allotment administration, the biodiversity working group, maintain the asset register and liaise with external contractors (floral and grass cutting).

The post holder will be based at Newton's Place, working within the parish boundaries of Newton Abbot and its localities, as directed by the line manager.

Requirements:

- Qualifications and/or relevant experience and a keen interest in allotment management, horticulture, biodiversity, sustainability, or similar.
- Effective communication and interpersonal skills with the ability to develop excellent collaborative relationships.
- Excellent organisational and administrative experience with excellent IT skills including MS Office applications (e.g. Outlook, Word and Excel, Colony allotment database, Civic.ly asset management)
- Full clean UK Driving Licence, and access to a car (or equivalent).
- Experience of developing positive working relationships with colleagues, councillors, local businesses and members of the public.

The successful candidate will enjoy a supportive team environment where your skills are valued and recognised and the chance to play a pivotal role in ensuring the smooth operation of our allotments, green spaces and enhancing the council's success, in addition to 25 days annual leave, and the option to join the local government pension scheme.

For an application pack, please visit our website <https://www.newtonabbot-tc.gov.uk/vacancies/>

For an informal chat about the position please contact either Linda McGuirk or Samantha Scott on 01626 201120 or via email info@newtonabbot-tc.gov.uk

Please note - no CVs accepted. Only formal applications will be considered.