



DIDCOT TOWN COUNCIL is looking for two talented Estate Officers

**SCP 11 – 16 £24,054 to £26,357; 37 hours per week
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 two pro-active Estate Officers to work on an exciting range of projects and services throughout Didcot. These are new positions where you will assist the Estate Manager in all matters associated with running the Town Council's properties and assets. Our property portfolio is growing and we need help to ensure these facilities are open to Didcot residents; charitable groups and local businesses.

You will assist with the running of the Property & Facilities Committee and the Environment & Climate Committee. Your work will include everything from compiling agendas; taking notes and minutes to producing professional reports that enable the Councillors to make informed decisions. There is also a lot of practical work to ensure that the assets belonging to Didcot Town Council are safe, open for the public and kept in the best possible condition.

Duties will include weekend attendance at our properties on a monthly rota and at some evening meetings. Flexible working throughout the week will reflect the varied nature of this role and some home working is also possible. You will liaise with key stakeholders and community groups across both the private and public sector. You will help support the working groups linked with all Committees, such as: Traffic Advisory Group; Allotment Liaison Group, the Ladygrove Management Group and Public Art Working Group plus ad-hoc 'task and finish' groups working within the community.

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 Senior Managers and the Town Clerk to progress the Council's aims and aspirations. Every day will pose a new challenge.

The successful applicants will be expected to work towards obtaining the Introduction in Local Council Administration (ILCA) for which time will be allocated to achieve this qualification. Further qualifications in property and estate management is also 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 Monday 25th September 2023. Interviews will be held week commencing 2nd October 2023.

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