



**DIDCOT TOWN COUNCIL
is looking for an
Estate Administrator**

**SCP 9 – 16 £25,119 to £28,282 (pay award pending); 37 hours per week
Benefits include 27 days holiday per annum plus bank holidays; Local
Government Pension and opportunities to train and develop skills**

The Council is seeking to appoint a pro-active Estate Administrator to work on an exciting range of projects and services throughout Didcot. This is a new position where you will assist the Senior Managers in all matters associated with running the Town Council's assets. Our portfolio of parks; properties and facilities are growing and we need help to keep them open for residents.

You will assist with the running of the Environment & Climate Committee but your projects will cover all Committees. You will be involved with producing agendas; notes and minutes to meeting contractors; gathering quotes and writing reports that enable the Councillors to make informed decisions. This position is an interesting mix of office and outside work. You will love the detail and the variety - every day will be different.

Flexible working throughout the week reflects the varied nature of this role. 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.

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 and training will be available 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 Town Clerk, Janet Wheeler
jwheeler@didcot.gov.uk

The closing date for applications is 12 noon on 25th July 2024. Interviews will be held week commencing 29th July 2024.

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