

## Facilities and Maintenance Officer

### Ardleigh Parish Council

Facilities and Maintenance Officer

Part-time • Initial Fixed term 12 months with possibility of extension • Salary in the range of £31,537-£34,434 pa pro rata (£16.35-17.85 per hour), depending on experience and qualifications

Ardleigh Parish, within the Tendring District, is located on the northeast side of Colchester. The Parish encompasses a village and rural area with over 2000 residents, local businesses and services.

Ardleigh Parish Council is looking for an organised, practical and community-minded Facilities and Maintenance Officer to help manage and care for the parish's facilities, assets and open spaces.

This varied role includes supporting the upkeep of the Village Hall, recreation areas, cemetery, play equipment and other parish amenities, as well as working with contractors, councillors and community groups to keep Ardleigh's public spaces safe, well-maintained and welcoming.

You'll also help ensure our facilities meet health and safety requirements, keep records up to date, monitor contracts, support small projects, and liaise with hall users and volunteers. Regular site visits and occasional evening meetings are required but working hours are otherwise flexible and home-based.

We're looking for someone who is:

- organised and able to manage their own workload
- confident working with contractors and community partners
- comfortable keeping records, using email and working with SharePoint (training can be provided)
- proactive, practical and willing to get involved
- interested in helping keep village facilities in good condition for local residents

Experience in facilities, maintenance, administration or community roles would be an advantage, but we welcome applicants with transferable skills and a willingness to learn.

What we offer:

- A friendly, supportive working environment
- Flexible, home-based working
- Local Government Pension Scheme
- Opportunities to develop new skills
- A role that makes a real difference to the village and wider parish

**How to apply:** For the full job description and details on how to apply please visit [www.ardleigh.website/news](http://www.ardleigh.website/news)

**Closing Date for Applications:** 24 April 2026

**Expected Interview Dates:** Week Commencing 5 May 2026

# Job Description

## Facilities and Maintenance Officer

### Job Grade and Rate:

Salary in the range of £31,537-£34,434 pa pro rata (£16.35-17.85 per hour), depending on experience and qualifications. LC2 (below substantive)

**Expected Starting Rate:** Point 22 (£16.90 per hour). Package includes Local Government Pension Scheme.

**Contracted Hours:** To be agreed up to 20 per week – including occasional evening meetings. Working pattern to be agreed.

**Contract Type:** Initial fixed term for 12 months with possibility of extension.

**Responsible To:** Clerk to Ardeleigh Parish Council.

**Based At:** Predominantly home-based, with attendance at meetings and village amenities as required (mileage and home working allowance paid).

**Job Description Date:** March 2026

### Overview

To manage and oversee the Council's facilities, amenities, and assets, ensuring they are maintained to a high standard and comply with health and safety requirements. The postholder will lead on contract management, asset monitoring, and project delivery, while liaising with Councillors, Officers, contractors, volunteers, and community partners. The role requires strong organisational skills, proactive problem-solving, and the ability to manage multiple priorities.

Initial focus would be on clearing a backlog of maintenance and other work as defined by the Council. Priority would be given to tasks with associated highest risk.

Once in the role, the applicant would be expected to use their professional judgment to advise the Council on the current position with facility maintenance, prioritization of tasks involved, method and timescale to move forward and expected outcomes.

### Contracts and maintenance

- Monitor and manage contracts for grounds maintenance, tree works, and other services.
- Agree work schedules and variations with contractors; check invoices prior to payment.
- Comply with financial regulations and standing orders when arranging periodic maintenance and other work outside the contracts- eg obtaining quotes, making cases to the Council for agreement.
- Request additional work as needed.
- Assist with applications for grant funding for specific projects.

## **Facilities Management**

- Maintain and update the asset register; ensure regular inspections and mapping of assets (including street furniture, phone box, defibrillators).
- Oversee cemetery liaison/ management.
- Oversee and contribute to play equipment safety checks.
- Coordinate other routine maintenance and ensure compliance with health and safety standards.
- Oversee maintenance and development of Ardleigh Village Hall, working closely with Community Halls in Partnership and the Hall Management Committee.
- Line manage the Caretaker and ensure cleaning and maintenance schedules are met.
- Support community use and oversee any improvement or refurbishment projects.

## **Health and Safety**

- Ensure risk assessments for events and council facilities are completed and recorded.
- Maintain oversight of regular checks and follow-up actions.

## **Delivery and Maintenance**

- Allocate work to handyman and coordinate volunteers (e.g., litter pickers).
- Undertake small maintenance tasks where feasible.

## **Liaison and Communication**

- Act as point of contact for contractors, partners, and members of the public.
- Liaise with APACE group, Millennium Green Trustees and others on matters of mutual interest.
- Monitor and escalate highways reports.
- Monitor and respond to email and other messages relating to facilities and amenities.

## **Meetings and Reporting**

- Attend formal and informal meetings with councillors and committees as required.
- Attend management committee/ trustee meetings.
- Prepare and present reports on facilities and amenities.

### **Project and Maintenance Management**

- Lead development and maintenance projects, ensuring timely and efficient delivery.
- Manage new land acquisition and green spaces project (e.g., allotment agreements, cemetery surveys, planning permissions).

### **Personal Duties and Responsibilities**

- Ensure compliance with health and safety best practices.
- Treat colleagues, councillors, partners, and the public with respect and equality.
- Attend training and professional development as required (funded by the Council).

# Person Specification

## Facilities and Maintenance Officer

### Essential

- Experience in facilities or asset management.
- Knowledge of contract monitoring and procurement.
- Strong organisational and communication skills.
- Ability to maintain set up systems, maintain accurate records and produce clear reports.
- IT proficiency (Word, Excel, email systems).
- Understanding of health and safety and risk assessments.
- Ability to work independently and flexibly.

### Desirable

- Experience in local government or community-based roles.
- Familiarity with cemetery and/or village hall operations.
- Knowledge of play equipment safety standards.
- Project management experience or qualification.