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Project Co-Ordinator

CANDIDATE INFORMATION PACK

Introduction

Thank you for your interest in the role of Project Co-Ordinator to Mere Town Council. This pack contains information you may need to support you in making an application.

Applications should be made by completing an “Application for Employment” form and an “Application for Employment – Monitoring Form”. Please submit these forms with a covering email or letter, marked CONFIDENTIAL. CVs will only be accepted as supporting documentation.

Please download, complete and submit the application forms from our website:

https://merewilts.org/?lsr_notice=town-council-vacancy-project-co-ordinator

Or

For further information and to request an application pack, forms and full job description, please contact Mere Town Council: lindseywood@merewilts.org or Tel: 01747 860701

Applications can be submitted by email to lindseywood@merewilts.org or by post to:

The Town Clerk,
Mere Town Council,
Duchy Manor,
Springfield Road,
Mere,
Wiltshire. BA12 6EW

The closing date for application is **Noon on Thursday, 28th April 2022**. Interviews will be held at Mere Town Council offices during the week beginning 9th May 2022. Further details will be provided to shortlisted candidates.

We look forward to receiving your application

Lindsey Wood,
Town Clerk,
Mere Town Council,
April 2022

Contents

- **General Information**
- **Job Description**
- **Personal Specification**
- **Summary of Employment**

General Information

The Parish of Mere is situated in the extreme south-west corner of the County of Wiltshire and the parish boundary also forms the Dorset County boundary.

Nestling beneath the South Wiltshire Downs, large parts of the surroundings are designated as Areas of Outstanding Natural Beauty. There are also a number of sites in and around Mere that provide a wealth of historical and archaeological interest.

Mere has a great sense of community and has many facilities that even larger towns and villages would envy, with its own Library and Information Centre, Museum, Doctors' Surgery, Dentist, Post Office, Chemist, Police and Fire Station, Mere school, a vibrant and successful primary school, shares grounds with a variety of sporting facilities including football, cricket, bowls, tennis, and a skate park.

The town is well provided for with public meeting places in the Grove Buildings and the Lecture Hall and has a number of shops providing the essential basic everyday necessities. There can be few people here who can say that this town has nothing to offer them for their hobbies and pastimes.

The Town Council is directly responsible for public open spaces, sports grounds, play areas, allotments and Mere Cemetery. We also maintain the Churchyard for the Parochial Church Council and carry out some grass cutting of verges and amenity areas on behalf of Wiltshire Council. The Town Council endeavours to maintain its open spaces to a high standard.

The Town Council is independent and is made up of 15 Councillors and employs two full-time grounds staff and three part-time support workers, one administrator and the Town Clerk.

The workforce of the Town Council has increased over the last few years and will continue to do so due to the expansion of the Town.

The Town Council continues to seek ways to improve efficiency and meet targets to achieve quality standards.

This is an exciting opportunity for a highly motivated person to work as part of a friendly team reporting to the Town Clerk.

Further information about Mere Town Council can be found on our website: www.merewilts.org

Job Description

Job Title	Project Co-Ordinator
Salary	Up to £25,000 on a pro-rata basis depending on qualifications and experience
Hours of Work:	15 hours per week, times to be agreed
Location	Offices based at Duchy Manor, Springfield Road, Mere, BA12 6EW.
Responsible to:	Mere Town Clerk

Main purpose of job

Mere Town Council has ambitions to deliver a number of projects across the town that will either enhance & regenerate existing public facilities or provide new ones. These projects will be prioritised in accordance with public consultation after considering any conditions applied to funding streams and statutory powers/functions of the Town Council.

We are looking for a motivated and dynamic individual with a 'can do' attitude to provide project co-ordination and support for the Town Council's administration team in order to deliver these projects.

Main Responsibilities and Duties

- Providing project feasibility, including informing stakeholders, sourcing possible suppliers, sourcing potential funding & checking that project meets funders' criteria, identifying need for planning applications, and reporting back to the clerk and council.
- Forward planning of projects, including a time plan for projects, submitting planning applications, sufficient quotes for work and supplies to meet council needs & legal requirements, completing orders and requisitions to council standards & legal requirements, providing appropriate risk management information, and providing timely notifications to stakeholders and those affected by each project.
- Agreeing payment schedule with contractors & council and tracking contractors' invoices and expenses for project. Preparing financial reports for the Town Clerk and Council.
- Tracking progress, including visiting sites where appropriate, liaising with contractors and the council team, ensuring supplies are on hand when needed, and providing contingency planning where there are delays.
- Ensuring that the final handover of projects has included checks that they meet with the specification and any amendments, that all charges and accounts have been processed in keeping with council practice, that all 'paperwork' is correctly placed in the council records, and reporting back to the clerk and council on the timeliness of completion and the quality of outcome.
- Willingness to undertake learning and training to maintain an up-to-date knowledge of relevant legislation and national policy and guidelines and to take a proactive approach to relevant changes in these, recommending revised practices where appropriate.
- Ensuring that all processes are conducted to comply with Council policies and practices including Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999.

The projects that have been immediately identified as priorities are:

- Complete refurbishment and regeneration of Children's Play Area at Walnut Road.
- Widening, resurfacing and enhancement of footpath from Woodlands Road to Angel Lane (this is subject to legal compliance).

This list is not exclusive or exhaustive and as a term of your employment you may be asked to carry out other reasonable tasks by management when necessary.

Please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any changes.

All duties to be undertaken in accordance with the Town Council's health and safety practices and policies and child protection policies.

PERSON SPECIFICATION

Person Specification

Knowledge & Skills

Most applicants should have previous experience as an Assistant Project Co-ordinator or have had some other managerial position before, when applying for this job. They should demonstrate an understanding of the different types of project management concepts and should have previous hands-on experience in implementing these concepts. An applicant who has never been in a Co-ordinator role must have some experience in a managerial position, perhaps as an Office Manager in order to have gained this hands-on experience.

Essential

- Good verbal and written communication skills
- Able to accurately collate, analyse and present complex information and data in a clear and concise way.
- Taking part in project meetings and proposing adjustments
- Strong organisation, planning and time management skills.
- Problem solving and decision making
- Negotiating with contractors and suppliers
- Ability to work under pressure
- Sound knowledge in the use of Microsoft Office, Outlook, Word, Excel etc.
- Determination and persistence
- The ability to trust their intuition with minimal supervision
- The ability to work well in a group setting
- Thorough attention to detail
- Empathy and situational awareness

Values

- To act in accordance with the principles set out in the Employees Code of Conduct and the Council's Values
- Able to recognize discrimination and be proactive in ensuring the Council's policy is put into practice
- Able to undertake occasional evening meetings

Please Note:

The successful candidate will be required to complete a confidential medical declaration form and the appointment may be dependent on the issue of a satisfactory report from the organisation's medical adviser if necessary.'

Summary of Employment Conditions

Job Title

Project Co-Ordinator for Mere Town Council

Salary

The salary is UP TO £25,000 (full time, based on 37 hours per week) on a pro-rata basis for 15 hours per week.

Starting Date

It is intended that the successful candidate will start employment as soon as possible

Probation Period

New employees are subject to a six-month probationary period. Regular meetings will be held within this period to discuss progress and training needs.

Working Hours

Based on 15 hours per week, flexible over 2 or 3 days, subject to discussion and agreement.

Annual Leave

You will be entitled to the statutory holiday entitlement. (The statutory holiday entitlement is currently 5.6 weeks paid annual leave, including public and bank holidays). Holiday dates will be agreed at the discretion of the Line Manager. The holiday year will run from 1st April – 31st March each year.

Pension

The Town Council provides a workplace pension scheme with NEST. Subject to a qualifying period and statutory provision.

Employee Development

Regular meetings with the Town Clerk will be held to discuss personal development. Future objectives and training requirements will be agreed to develop personal goals and skills.

Health and Safety

Appropriate Health & Safety training will be provided in line with the Town Council's Health & Safety Policy.

Equality and Diversity Policy

Mere Town Council is committed to a policy of equal treatment of all employees in line with the Council's Equality and Diversity Policy.

Conditions

The appointment will be subject to satisfactory references and a medical assessment to determine if any reasonable adjustments are needed to enable you to perform the role.