

Ilminster Town Council Vacancies



Countryside Manager

Mon-Fri, 37 hours per week, SCP 12-15, £26,421-£27,803

Grounds Worker

Mon-Fri, 37 hours per week, SCP 5-8, £23,500-£24,702

Administration Officer - Part-time

Mon-Fri, 10.30-14.30, 20 hours per week, SCP 5-8, £23,500-£24,702 pro rata

Are you passionate about Open Spaces? Do you have an eye for detail? The Council is looking for three individuals to join our existing motivated team to look after the open spaces in Ilminster.

The Countryside Manager will take responsibility for the Herne Hill Nature Reserve, the cemetery and the churchyard and will line manage a grounds worker. They will also be expected to help the Recreation Grounds team as required and the role includes attending some evening meetings.

The Grounds Worker will be involved with the recreation ground areas which includes play parks, public toilets, street furniture, and the canal. They will also be expected to help the Countryside team as required.

Ideally, the Countryside Manager and Grounds Worker candidates will have a minimum of 2 years' experience in similar roles and a full UK driving licence.

The Administration Officer's position will be a customer facing role, primarily assisting residents with enquiries. They will also be expected to assist with general administration such as answering the telephone, writing letters, and monitoring actions from meetings.

All of the successful candidates will need to build positive relationships with staff, residents, community groups, and Councillors. The packages include 25 days paid leave (pro rata for the part time post) plus public holidays and a local government pension scheme.

If you would like to find out more then please call the Town Council office 01460 52149 or email town.council@ilminster.gov.uk A recruitment pack and application form (required for all applicants) can be obtained on request from the Town Council office or from the Town Council's website www.ilminster.gov.uk/vacancies.

Closing date: Monday 22 January 2024, interviews held from week 29 January 2024.