



WADHURST

Vacancy for a Recreation Ground & Amenities Coordinator / Caretaker

Wadhurst Parish Council is looking for a Recreation Ground & Amenities Coordinator / Caretaker to join the team.

The Parish Council, is looking for an individual who is motivated, a team player, with excellent administration, communication and organisation skills. You will interface with many organisations and undertake a variety of responsibilities, when representing the Council, in this key role.

The individual should be proactive and helpful, to support our Councillors and our residents. You will be required to liaise with hirers to ensure smooth running of the facilities, act as a designated premises supervisor, coordinate with contractors, liaise with the RFO with regard to finance matters, carry out or oversee minor maintenance repairs, carry out essential regular health and safety inspections and ensure that the facilities are maintained to a high standard.

Applicants will need to have a flexible approach with regard to working hours, to accommodate a varied schedule of activities.

Part time: 15 hours a week, with potential to increase
SPC : 23 depending on qualifications and experience.
Place of work : Wadhurst Recreation Ground

Please note that, if you are interested, please apply as soon as possible, as the closing date for the advert may be earlier than stated, should a number of suitable, qualified candidates apply.

Please apply with C.V to: The Clerk of Wadhurst Parish Council, The Pavilion, Sparrows Green Recreation Ground, Wadhurst. TN5 6TW.

Closing date 30 November 2022

