



PORINGLAND PARISH COUNCIL

JOB DESCRIPTION & PERSON SPECIFICATION

PARISH ESTATES MANAGER

Job Title:	Parish Estates Manager
Location:	Poringland Community Centre & Parish Assets of Poringland
Responsible to:	Parish Clerk/Deputy Clerk
Responsible for:	<ul style="list-style-type: none">• Parish Caretaker x 3• Pavilion Caretaker
Salary:	SCP Range 18 £29,269 per annum
Hours of Work:	Full Time – 37 Hours per Week. (There would be the requirement to work some evenings and occasional weekends)

Introduction

Poringland Parish Council is seeking a dedicated and experienced Parish Estates Manager to oversee the effective management, maintenance, and operation of our estates. As a key member of our team, you will ensure our properties are well-maintained, compliant, and meet the needs of our organisation.

Key Responsibilities

The Parish Estates Manager is responsible for:

- Oversee the day-to-day operations of the buildings
- Maintenance and Repairs: Plan, commission, and manage the work of parish caretakers and contractors to ensure timely and cost-effective maintenance and repairs.
- Administration Management: To ensure all administration work relating to

Staff Supervision: Lead, manage, and support a team of staff and volunteers, ensuring high standards of performance and productivity.

Community Engagement: Engage with the local community to encourage positive visitor numbers and facility utilization.

Compliance: Ensure all estate activities comply with relevant legislation and regulations, including health and safety standards.

Marketing and Promotion: Utilize social media and other marketing tools to promote the estate and enhance its public image.

- Security of Parish Buildings and Parish Assets
- Fire Safety
- General Safety
- Tidiness of Grounds
- Internal building cleanliness and replenishments where necessary daily
- Lay out main hall/staging with tables and chairs according to booking diary
- Lay out Bistro Area as necessary
- Meet and greet hirers, ensuring that they have all they need
- Supervision of the Assistant Parish Caretakers and Pavilion Caretaker.
- Report any problems/damage that cannot be immediately repaired to the Parish Clerk or Deputy Clerk for action.
- To ensure Cemetery Bookings are dealt with.

Specific Responsibilities

1. Security of the building – open and close.
2. Check fire alarm settings daily and test Fire Alarm weekly.
3. Complete security checks (fire exits/emergency lighting/extinguishers).
4. Check building, internal and external, and grounds daily. Note and report any problems.
5. Sweep and check outside area and car park on a daily basis.
6. Minor grounds and planting maintenance and minor repairs.
7. Cleanliness of internal surfaces including kitchen appliances, floors, toilets and kitchen/bar floors, as per task rotas.
8. Refill toilet rolls/soap dispensers/toilet blocks and undertake any minor washing of tea towels etc as per task rotas.
9. Empty rubbish bins, inside building and outside as per rotas.
10. At the end of each booking check for any damage and report damage to Clerk Manager without delay.
11. At the end of last bookings/booking, return to Community Centre to close premises and ensure all persons have safely left the premises. Switch off lighting, close all windows and doors, reset door setting and lock all doors.
12. Accept and safely store all deliveries.
13. Allow access to contractors for maintenance and servicing tasks across the community centre and the parish.
14. Monitor and adjust heating where necessary.
15. Attend any training courses as appropriate for the role of parish caretaker.
16. To undertake weekly visual and monthly operational inspections of the Council's play areas, and to carry out inspections of all other Council assets as directed by the Parish Clerk.
17. To assist the Clerk/Deputy Clerk/Events and Bookings Officer with the replenishment of stock for bar/café/centre/parish.

18. To deal with cemetery bookings and associated paperwork, families, undertakers and grounds maintenance contractors.
19. To act as a supervisor including training of volunteers and staff within the bar and ensuring that the Council is compliant with all legal requirements.
20. To act as the community centre First Aider and ensure that First Aid boxes are stocked and in date.
21. To act as the community centre Fire Marshall and ensure the centre including all necessary PPE is adequate and of standard.
22. Comply with all Parish Council Health & Safety policies.
23. In the absence of the Events and Bookings Officer, to meet with hirers to view the Community Centre ahead of bookings.
24. To assist the Clerk/Deputy Clerk and undertake any reasonable duties which may from time to time be allocated by the Parish Clerk, including jobs around the parish.
25. To undertake continuing professional development at the request of the Council or the Parish Clerk.

This list is not exhaustive and the Parish Council may alter or vary this job description in the light of changing circumstances.