

SEAFORD TOWN COUNCIL



Senior Projects & Facilities Officer

RECRUITMENT PACK
April 2025

"Working with our community to secure Seaford's best future"



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WELCOME FROM THE MAYOR

It's great that you are interested in possibly joining the Seaford Town Council team. This pack has been thoughtfully put together to try and give you an overview of who we are at the Town Council, what we do and why you might want to come and work with us.

Seaford is the biggest town in the Lewes District – both in population and also the portfolio of assets that the Town Council is responsible for.

The Town Council splits its focus between careful and appropriate management of its sites and assets, and continued improvement of the services and facilities for the enjoyment and benefit of the towns residents and visitors. Due to this, no two days are ever the same.

Seaford Town Council prides itself on engaging with the community and a particular focus this year is upon building community resilience. As we work with individuals, groups, and organisations we are building strong connections and trust in all aspects of our work. Our officers work hard to improve local services and, as councillors, we are grateful for their support as we serve our communities.

We offer a positive, friendly, and stimulating place to work and wish you good luck with your application.



Councillor Sally Markwell

Mayor of Seaford 2024 - 2025



WELCOME FROM THE TEAM

In 2024, the Town Council team came together to agree our mission and vision as a team:

Mission

We work together to enable Seaford communities and the Town Council to thrive.

Vision

To work together as a team to empower innovation, strive for excellence and celebrate success.

The Town Council offers a truly great place to work but don't take our word for it. Our own team have said the following:

- 'No micromanagement, we are trusted to do a good job
- We have a collaborative culture, with a non-hierarchical style of working
- We are given the tools we need to do a good job
- Your opinion is always welcome
- We are always looking at new and innovative ways of working
- We are a team and help each other out'



JOB ADVERT

Senior Projects & Facilities Officer

Location: Seaford, East Sussex, BN25 1HG

Grade: SCP 21 - 25 (starting SCP 21, £13,019 per annum when calculated pro-rata to the working hours of 15 hours per week)

Are you an experienced project officer looking for an opportunity to apply your skills? Do you thrive on variety? Are you able to find the balance between strategic project development and delivery, and supporting operational delivery and reactivity?

Seaford Town Council is seeking an experienced high level projects officer to take the lead with various capital projects, serving as the key link between the Town Council and the delivery team, providing advice and identifying risks. You will also work closely alongside the Operations & Facilities Team to support the management and delivery of a wide range of projects and facilities of the Town Council.

You will be responsible for leading on the delivery of capital projects, which can be very high profile in the local community and, as a result, potentially controversial. You will work with others to assist in the development and review of strategic policy and projects. You will also provide support to the Operations & Facilities Team to aid in the smooth running of the management and maintenance of the Town Council's extensive portfolio of land and assets.

As an employer, we believe that experience and knowledge can develop and grow within the business if you have the right attitude and personal skills to bring to the role. You will be a very strong communicator, comfortable negotiating, able to plan and monitor performance against budgets and procurement processes, very adaptable and resilient, and experienced with risk management during project planning and delivery. As a public body, there are very set working practices and approval processes, so you will need to be comfortable working in this way and have the patience to ensure due process is followed.

Continued overleaf...



Job Advert Continued....

We are offering you a warm team to join in central Seaford, reassurance of a secure job with a public sector employer that understand and practises its duty of care to its staff, flexibility with your working hours and/or to carry out hybrid work at times (although you will need to be within a commutable distance of Seaford), a competitive public sector salary and pension and importantly, a role that you can take ownership of and thrive in!

The hours of the post are 15 hours per week.

Recruitment Process Information:

Please note that CVs cannot be accepted and applications must be made using the application form available on the website.

Both internal and external applications must be made electronically using the Town Council's application form.

The closing date for applications is midnight on Sunday 11 May 2025. Interviews will be held on Tuesday 20 May.

Seaford Town Council is committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values differences, recognising that employees from a variety of backgrounds bring important and positive contributions to the Councils and can improve the way we deliver services.

We are proud to be a Disability Confident employer. If you require any reasonable adjustments throughout the recruitment and selection process, please let us know. The Town Council reserves the right to close this vacancy early.



SEAFORD TOWN

Seaford is a town that attracts a variety of descriptions depending on where you read and who you speak to.

To some it is a seaside town, a rambling destination, a shopping location, a hub of community groups, a cultural or heritage haven, a family-friendly town – the list goes on...

Rather than recreate the descriptions that are plentiful online (including our very own website), we wanted to give you an insight as to how we see the town. Our councillors and officers have shared a fantastic array of words to describe what the town means to them:

	WHOLESOME	DESTINATION	MEMORIES
BRACING			
	COMMUNITY	BEACH HUTS	NATURE
COAST	CHALK	FRESH	PEACE
FRIENDLY	HISTORY	UNASSUMING	KITTIWAKES
GOLF	WINDY	HOME	PEOPLE
TIDE	18TH TEE	BREATH-TAKING	
SAFE	POTENTIAL	SEAFRONT	
ACTIVE	STROLLING		TRANQUILITY



THE TOWN COUNCIL

Seaford Town Council recently celebrated its 25th anniversary, having been created in May 1999. The Town Council is made up of a team of 21 council officers and 20 councillors, who work closely together and with the community to secure Seaford's best future.

Councillors are elected by residents and look after specific areas (wards) for the period they are elected, usually four years. Councillors work together, as a corporate body, to ensure that the Town Council continues to represent the needs of the town, its residents and visitors.

The Town Council appoints a councillor as Mayor of Seaford on an annual basis (usually in May). The role and responsibilities of the Mayor of Seaford are set out within the [Mayor's Portfolio](#) available to view online.

Council officers are employed by the Town Council and work to deliver the strategy and decisions of the Town Council. Officers also play a key role in ensuring councillors are kept informed and supported to do their roles.

[Municipal services within Seaford](#) are provided by three tiers of local government – the County Council (East Sussex), the District Council (Lewes) and the Town Council. While working closely together for the town, each authority has its own areas of responsibility and service delivery.

The [Town Council's 2023 - 2027 Strategic Plan](#) is available to view online.



OUR TOWN COUNCILLORS



SAM ADENIJI



SHAH ALI



LIZ BOORMAN



CHRISTINA BRISTOW



ROD BUCHANAN



ROY CLAY



STEPHANIE DUBAS



FREDDIE HOAREAU



OLIVIA HONEYMAN



RICHARD HONEYMAN



JIM LORD



SALLY MARKWELL



OLLY MATTHEWS



JAMES MEEK



GEOFF RUTLAND



LINDSAY STIRTON



RUTH STIRTON



IMOGEN TAYLOR



LINDA WALLRAVEN



MAGGIE WEARMOUTH

To find out more about our Councillors click [here](#)



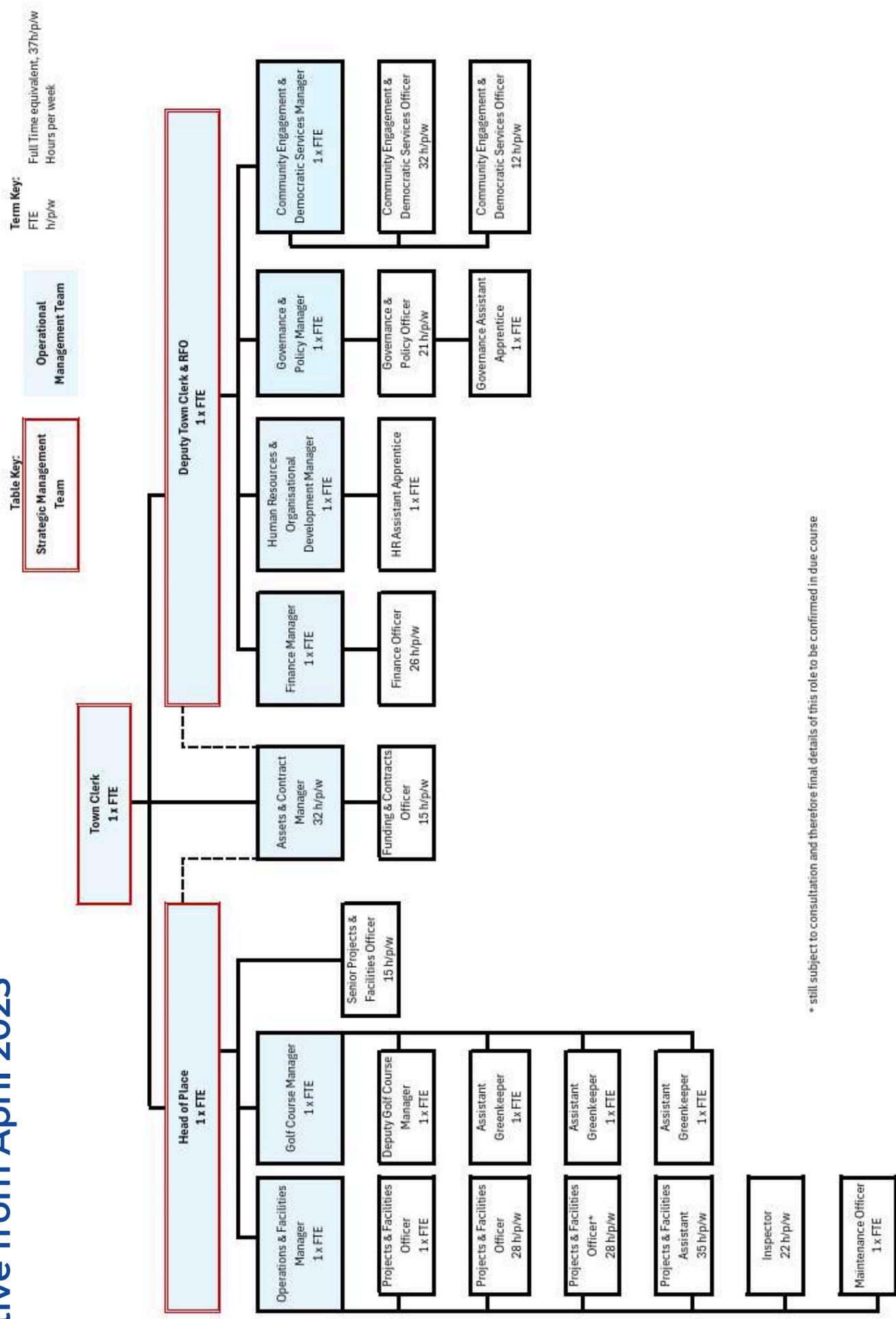
OUR STAFF

In December 2024, the Town Council agreed changes to its staff structure within the office teams in order to ensure more capacity within the team, address skills gaps or those in areas of responsibility and also future proof the Town Council and ensure greater resilience.

The new office staff structure is include overleaf. All current permanent staff have a role within the new structure and, in addition to this post being advertised, there are further opportunities that will be open to a full recruitment process in the near future.

Town Councillors have been fully involved in the recent structural review, which will lead to some transitional planning and a review of the Town Council's Strategic Objectives.

Revised Staff Structure - Effective from April 2025



Term Key:

FTE
h/p/w
Full Time equivalent, 37h/p/w
Hours per week

Table Key:
Strategic Management Team

Operational Management Team

* still subject to consultation and therefore final details of this role to be confirmed in due course



WHY WORK WITH US

What can Seaford Town Council offer you as an employer?

Holidays

- Full time equivalent of 25 days holiday per year, rising to 28 days after five years' service, plus Bank Holidays. This would be calculated pro-rata to your working pattern where required
- Some staff are not automatically entitled to Bank Holidays off, where this is the case your holiday entitlement is increased accordingly

Pension Scheme

- Local Government Pension Scheme available, currently at: 20.1% employer contribution and 5.5%-6.8% employee contribution
- There is also an alternative scheme, NEST, currently at 3% employer contributions and 5% employee contribution

Salary

- Regularly monthly salary payments by BACS and emailed payslips, with helpful HR and Payroll Officers to help with any queries or assistance
- Possibility of up to four additional increments above salary bracket with specific qualifications (Certificate in Local Council Administration and Community Governance qualifications)
- Paid overtime for work carried out that is outside the scope of your role e.g. assisting at Town Council events
- As determined at the national level, the possibility of a pay award (increase) to salaries, usually annually in April

Flexible Working

- Additional Hours Policy governing any recompense for additional hours
- Welcome flexible working requests, whether this be part time or compressed hours, hybrid working or mobile working. Any requests will be subject to assessment against the requirements of the role

Continued overleaf...



Sick Pay

- If you are absent from work owing to illness (including injury or other disability) you will normally be entitled to sickness allowance based on a set scale

Continuous Service

- The Town Council will recognise continuous service

Benefits*

- Discount on food at The View
- Reduced corporate membership at Wave Leisure
- Eye test and glasses for DSE use contributions
- Access to confidential 24/7 counselling
(*non-contractual)

Wellbeing

- The Town Council is committed to supporting its employees and their wellbeing
- The Town Council adopts a supportive and caring approach to its staff in their times of need, including paid compassionate leave, assessments of reasonable adjustments required, flexibility with working hours (where possible) and phased returns to work following medium/long term sickness absence
- Regularly updated risk assessments for the Town Council's activities and dedicated officers ensuring the health and safety of all staff
- A secure job within a local government employer
- An employer that understands its duty of care to its employees

Other Leave

- Enhanced maternity, paternity, adoption and shared parental leave pay entitlements
- A supportive and flexible approach, where possible, for staff with dependent or caring responsibilities
- A Reservist Policy showing the Town Council's commitment to employing reservists of the Armed Forces. This includes additional paid leave to cover the annual two-week training programme for reservists



JOB DESCRIPTION

Role: Senior Projects & Facilities Officer

Reporting to: Head of Place

Responsible for: n/a

Work pattern: 15 hours per week

Work location: Town Council offices, with a minimum of 50% office working as agreed with manager and dependent on business needs

Salary grade: STC 5

Salary bracket: SCP 21 – 25, starting on SCP 21 £13,019 per annum (calculated pro-rata to working hours)

1. Job Purpose

To manage all aspects of various high profile and strategic projects, as delegated by the Head of Place, serving as the key link between the Council and the delivery team, providing advice and identifying risks. Working alongside the Operations & Facilities team in support of the wide range of projects and facilities of the Town Council.

2. Areas of Responsibility

Project delivery including high profile/controversial projects

Delegated land / assets / properties management tasks

Assist with strategic policy and projects development and review

Support to the Operations & Facilities Team

3. Duties & Responsibilities

Project delivery including high profile/controversial projects

3.1. Manage all aspects of construction capital investment, serving as the principal contact with clients.

3.2. Recommend and implement appropriate procurement and contract strategies for project delivery.

3.3. Procure integrated teams of consultants and contractors, ensuring compliance with best value principles and with financial rules.

Continued overleaf...



Job Description continued...

3.4. Manage the design process, ensuring compliance with planning, building regulations, and other statutory matters.

3.5. Manage delegated budgets and control project programmes to monitor cost, time, quality, safety, and change control.

3.6. Monitor project progress and prepare documentation and reports at all stages to ensure timely and budgeted delivery.

3.7. Manage financial, commercial, and contractual aspects of projects, ensuring compliance with best practices.

3.8. Use recognised project management methodology and ensure completion of all documentation.

3.9. Maximise opportunities for obtaining external funding and supporting funding bids.

Delegated land / assets / properties management tasks

3.10. Manage and / or support delivery of other projects or facilities related work as delegated by the Head of Place.

Assist with strategic policy and projects development and review

3.11. Assist in developing Strategic and Project Briefs to meet department needs.

Support to the Operations & Facilities Team

3.12. Work collaboratively and flexibly with colleagues in the Operations & Facilities team – or the wider Town Council teams - to support the wide range of projects and facilities of the Town Council.

Others

3.13. Promoting and delivering equality, diversity and inclusion in the workplace.

3.14. Creating high level reports relating to matters within remit to provide an update for councillors or facilitate informed decision making.

Continued overleaf...



Job Description continued...

3.15. Occasional attendance at evening meetings to support the presentation of reports, responding to queries and facilitating informed decision-making by councillors.

3.16. Considering and notifying the line managers of budgetary implications of ongoing activities or the program of future work.

3.17. Ensuring communication of areas of work, where relevant, with other members of staff, councillors, third parties and/or the public.

3.18. Undertake any other duties as required by the line manager, consistent with the level and scope of the post.

Continued overleaf...



PERSON SPECIFICATION

As a Town Council Officer:

We are looking for a team player, who performs their duties in an honest, open and professional manner.

The officers of Seaford Town Council are passionate about its future and strive for high deliverance in customer service, always observing confidentiality and sensitivity.

To enhance this, each officer has an attitude of flexibility in respect of being a reasonably small team, and to maintain a supportive team environment.

The specifics for this role:

In addition to the above, which we seek from all team members to underpin our success, the specific requirements relating to this role are set out in more detail below:

	Essential	Desirable	How Assessed*
ATTAINMENTS			
4.1 Experience in a senior project management role, delivering capital projects	Y		A, I
4.2 Project management certification		Y	A, E
4.3 NEBOSH or IOSH health & safety certification		Y	A, E

* A = application form, E = evidence of (e.g. certificate), I = interview

Continued overleaf...



Person Specification continued...

* A = application form, E = evidence of (e.g. certificate), I = interview

	Essential	Desirable	How Assessed*
SOFT SKILLS			
4.4 Strong organisation and prioritisation skills within a varied role	Y		A, I
4.5 Collaborative mindset to work with other teams, Councils and external partners to achieve common goal	Y		A, I
4.6 Excellent time management	Y		A, I
4.7 Relationship building	Y		A, I
4.8 Critical thinking	Y		A, I
4.9 Awareness of equality, diversity & inclusion	Y		A, I
4.10 Willingness to learn and committed to continuous professional development, driven by the individual	Y		A, I
4.11 Crisis management		Y	A, I

Continued overleaf...



Person Specification continued...

* A = application form, E = evidence of (e.g. certificate), I = interview

	Essential	Desirable	How Assessed*
JOB-SPECIFIC CAPABILITIES			
4.12 Proven track record of successful project delivery within time and budget constraints	Y		A, I
4.13 Assessing and managing risks associated with projects and asset management	Y		A, I
4.14 Reading and checking architect's drawings, building specifications and other project documentation created by external third parties	Y		A, I
4.15 Knowledge of building regulations	Y		A, I
4.16 Experience of managing high profile, controversial projects as a public body	Y		A, I
4.17 Proficient computer user, including with Microsoft Office, the internet and project management tools and software for tracking progress and reporting	Y		A, I
4.18 Experience of budget management and prioritisation and of working in a commercial environment	Y		A, I

Continued overleaf...



Person Specification continued...

* A = application form, E = evidence of (e.g. certificate), I = interview

	Essential	Desirable	How Assessed*
4.19 Preparing for and running tendering processes		Y	A, I
4.20 Knowledge of the planning permission process		Y	A, I
4.21 Local knowledge of Seaford		Y	A, I
PERSONALITY TRAITS			
4.22 Detail and goal oriented	Y		A, I
4.23 Pragmatic	Y		A, I
4.24 Diligent	Y		A, I
4.25 Proactive and motivated	Y		A, I
4.26 Communicative	Y		A, I
4.27 Resilient	Y		A, I
4.28 Open-minded	Y		A, I

Continued overleaf...



Person Specification continued...

* A = application form, E = evidence of (e.g. certificate), I = interview

	Essential	Desirable	How Assessed*
4.29 Problem-solver	Y		A, I
4.30 Passionate about making in difference in Seaford's community		Y	A, I
PHYSICAL ATTRIBUTES			
4.31 With sufficient notice, the ability to work flexible hours, including ad hoc evenings and weekends, as required, to meet project deadlines and / or attend Town Council meetings or events	Y		A, I



HOW TO APPLY

Accessing and Completing the Application Form

- Application forms are completed online via Google Forms, which can be accessed online here [online application form](#)
- **If you need an application form in a different format, please let us know**
- Once you have clicked on the Google Forms link, opened the application form and entered an email address, the form will auto-save meaning that you can revisit the form as many times as you like before submitting your final application
- The form auto-saves, meaning you do not need to manually save this as you work on it or before closing the webpage down
- To revisit your form, just click on the application form link above and you will return to your last auto-saved version
- All sections of the application form need to be completed. Many questions are 'required' and as such, you can't move forward in the form unless you complete these
- There is an option to upload a CV or supporting document to set out the details of your previous employment - please ensure that any uploaded documents provide the information requested within the application form

Continued overleaf...



How to Apply continued...

Section 6 - Application Questions

- The person specification provided within this recruitment pack contains the skills and qualities that the Town Council is looking for in the successful candidate
- Section 6 of the application form is entitled 'Application Questions' and it is within this section that you can demonstrate your suitability for the role by showing us how you meet the essential and/or desirable criteria set out within the person specification
- These are vital questions to be answered for shortlisting purposes and success in being invited for interview

Submitting your Application

- Once you are happy with your form and have completed all sections, click 'submit'
- If you have any queries on the application form, either during or after submission, please reach out to us by email on recruitment@seafordtowncouncil.gov.uk
- If you require any adaptations or support, please do let us know

Privacy Statement

The Town Council's privacy statement about how we process and store your personal data as an applicant can be found on

[our website's Privacy Policy page](#)



SELECTION PROCESS

All applicants will be acknowledged and considered by the selection panel. You will be informed in writing of the outcome of your application.

Activity	Date
Closing Date	Sunday 11 May 2025 midnight
First Interview An evidence-based panel interview and tour of the offices	Tuesday 20 May 2025

If you are invited to interview, we will make contact with you to find out if you have any accessibility needs and/or require reasonable adjustments to the interview process.

Thank you so much for your interest in working for Seaford Town Council. We look forward to receiving your completed application!