



Allotments & In Bloom Officer - Bognor Regis Town Council

Council: Bognor Regis Town Council

County: West Sussex

Salary: £24,790 to £27,269 (Scale point 5 - 11) (pro rata £10,050 to £11,055)*

Hours: 15 per week

Closing Date: by no later than 5pm on Thursday 8th May 2025

Bognor Regis is a small seaside town with a population of c.27, 000 in the five wards of the town in the county of West Sussex. It is a very pleasant coastal town with many sites of historical interest nearby and is nationally recognised as being one of the sunniest towns in Great Britain.

The post of Allotments & In Bloom Officer will support the Town Clerk in helping the Council achieve its statutory obligations and community objectives. The suitable candidate should be able to provide a full range of administrative services to support the Town Council. The successful candidate must have good office-based personal and inter-personal skills and be able to demonstrate the ability to both manage and work as part of a small team.

The role is varied and will also involve: - managing Town Council Allotments; carrying out the role of Clerk to the Bognor Regis In Bloom Working Group. This list is not exhaustive, please refer to the job description and person specification for more details.

The post is part time (15 hours per week) and will primarily be based at the Town Council offices in the Town Hall. Some evening and weekend work may be required, to attend meetings or civic functions, for which time off in lieu will be given. This position is being advertised on a 12-month fixed term contract with a view to it becoming permanent.

We offer an excellent benefits package including competitive salary and local government pension scheme. As an employer we are committed to equality of opportunity for all our residents and staff and there may be future opportunities in line with the Council's policy on succession planning.

Application forms are available on the website: www.bognorregis.gov.uk or email clerk@bognorregis.gov.uk or phone 01243 867744. **Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.**

**Pay award pending from April 2025*