



**Job title:** Allotments & In Bloom Officer  
**Responsible to:** Town Clerk  
**Organisation:** Bognor Regis Town Council  
**Place of work:** Town Hall, Bognor Regis  
**Hours of work:** 15 hours

**The purpose of the job and its primary objectives:**

The role of the Allotments & In Bloom Officer is to manage the Town Council Allotments and act as Clerk to the Bognor Regis in Bloom Working Group. This document does not constitute a full 'Job Specification' and is therefore not an exhaustive list of duties, but rather indicates the main areas of activity.

**The main duties of the post:**

Managing Town Council Allotments, including:

- Day-to-day running of allotments in liaison with Tenant Representatives, including issuing Notice to Cultivate & Notice to Quit notices
- Site visits – new tenants, maintenance and H&S checks
- Preparation and completion of documentation, including Tenants Agreements, key deposits and holding fees, plus collection of fees
- Preparation of Agenda and Reports for annual AGM, clerking of meeting and production of Minutes
- Preparation of Agenda and Reports for bi-annual meetings, clerking the Sub-Committee and production of Minutes
- Preparation for the annual awards, including paperwork for judges and organisation of awards evening
- Preparation of regular newsletters and updates to tenants
- Maintenance of Allotments database
- Contributing to Allotments page on Town Council website and Facebook

Administration of the Bognor Regis in Bloom Working Group including:

- Preparing Agendas for circulation and distribution

- Attending and servicing meetings (evenings if required)
- Preparing Notes/Minutes for circulation and distribution
- All necessary correspondence, projects and actions arising relating to the Working Group
- Promotion and planning of the competition as well as annual entry into the Regional competition (if applicable)
- Contributing to In Bloom page on Town Council website and Facebook

Answering the phones, passing on calls as appropriate, and dealing efficiently and courteously with enquiries from Councillors and the general public, directing them to the appropriate authorities if the subject is outside the scope of the Town Council.

Logging of incoming post and dealing with outgoing post (if required).

Assisting the Town Council office from time to time with the organisation of civic events.

Attendance if and when required, at civic functions, attended by the Mayor and Members of the Council, which may include evenings and weekends.

### **Other functions**

Attending meetings and training courses as may be necessary or helpful in developing your career.

To be aware of and comply with current Health & Safety Regulations and the Town Council's Health & Safety policies and procedures as they relate to the duties and responsibilities of the post.

Carry out other such duties as requested from time to time by the Town Clerk or line manager as may be reasonably allocated to the post holder and that are commensurate with the grading and responsibilities of the post.