

# SIDMOUTH TOWN COUNCIL



WOOLCOMBE HOUSE  
WOOLCOMBE LANE  
SIDMOUTH  
DEVON  
EX10 9BB

Telephone: 01395 512424

Email: [towncouncil@sidmouth.gov.uk](mailto:towncouncil@sidmouth.gov.uk)

Website: [www.sidmouth.gov.uk](http://www.sidmouth.gov.uk)

VAT Reg. No. 142 3103 24

## Vacancy Information

**Position: Project & Services Delivery Officer - Job reference: 24/PSDO**

Starting salary: SCP 20 – 24 £30,296 – £33,024

Initially fixed term for a period of 12 months with a possibility to extend, commencing mid-July

Working Hours: Monday – Friday, 37 hours per week preferred but flexible,  
9.00 – 4.30pm, but flexibility essential

Attendance may be required at evening council meetings

Location: Sidmouth Town Council Offices, Sidmouth, with the possibility of some home working  
Local Government Pension Scheme

Sidmouth Town Council is the first tier of local government in the town of Sidmouth, a prestigious seaside resort on Devon's Jurassic coast and the second largest of eight towns in East Devon. The Town Council takes a proactive approach to improving the lives of people in Sidmouth and the Sid Valley as well as fulfilling its statutory duties. It undertakes numerous initiatives including the promotion of tourism and the local economy, safeguarding our local environment and providing services to children and young people. We are ambitious for the future of our town and embrace innovation. The Council is seeking a highly motivated and enthusiastic colleague to join our close-knit team and support the delivery of key Council services and projects.

This newly appointed role will be pivotal in delivering the Town Council's ambitious programme of services and projects for the next year. Reporting to the Town Clerk, you will be involved in a wide variety of different areas, delivering significant benefits to the community. Your role will be to support Sidmouth Town Council in setting up, designing and delivering local projects and initiatives that provide Council services, including meeting and working with key stakeholders, contractors and the public. You will assist in ensuring that Council initiatives are completed on time and to budget, ensuring value for money and linking with other community initiatives, including building strong relationships with other community groups.

An application form is available as part of this pack and online at [www.sidmouth.gov.uk](http://www.sidmouth.gov.uk) or by contacting the Town Clerk, Sidmouth Town Council, Woolcombe House, Sidmouth, Devon EX10 9BB. Tel 01395 512424

Closing date: Noon on Friday 24 May 2024 and interviews will take place on Tuesday 4 June 2024.

Unfortunately, we do not have the resources to acknowledge receipt of applications, but if you have not heard from us within 3 weeks of the closing date, please assume you have not been successful on this occasion.

**Post title and number:** Project & Services Delivery Officer (24/PSDO)

**Grade & Salary:** SCP 20 – 24 £30,296 – £33,024

**Hours of work:** Monday – Friday - 37 hours per week preferred but flexible, flexibility essential, possible evening meetings

**Responsible to:** Town Clerk

**Responsible for:** No supervisory responsibility

**Contract Type:** Fixed Term of one year with the potential for extension

### **JOB PURPOSE**

To support the delivery of key Town Council services and projects, including setting up, designing and delivering local projects, services and initiatives and ensuring that they are completed on time and to budget, and linking with other community initiatives, groups and key stakeholders.

### **MAIN DUTIES**

- Support Sidmouth Town Council in designing and setting up local projects and initiatives that deliver Council services, including support with the development of external funding applications.
- Support the production of consultation materials as required, liaising with Councillors and community groups and the public in producing responses that can be used to inform project specifications and policies.
- Liaise with District and County Councils and key stakeholders to coordinate work.
- As required by the Town Clerk, implement procedures to ensure compliance with legislation, and Sidmouth Town Council policies, practices and procedures.
- Prepare project specifications and obtain quotes for goods and services required to deliver projects. Obtain the necessary project sign off before commencement.
- Maintain good relationships with stakeholders, external contractors, community groups and the public. Provide suitable project assurance, through liaison with key stakeholders.
- Collect, collate and analyse information from multiple sources and present the results in an easily accessible format.
- Manage timelines and work programmes as required ensuring delivery on time, within the agreed budget, and to the agreed specification.
- Undertake project risk assessments and manage change during project delivery keeping stakeholders informed.
- Working with the Town Clerk, produce internal and external communications, including press releases, presentations to key stakeholders and briefing documents. Represent the Town Council at stakeholder and public meetings as required.

- Report on progress at a frequency and in a manner agreed with the Town Clerk
- Ensure completion of all project documentation before working with the Town Clerk towards final sign off and contractor payment.
- Provide cover for other staff when required
- Any other duties commensurate with the post or reasonably requested by the Town Clerk







## Sidmouth Town Council Application for employment

Please type or write clearly in black ink. Use an additional sheet where necessary.

This form is available online at [www.sidmouth.gov.uk](http://www.sidmouth.gov.uk).

Please sign and return (marked Confidential) to:

The Town Clerk, Sidmouth Town Council, Woolcombe House, Woolcombe Lane, Sidmouth,  
Devon EX10 9BB or [townclerk@sidmouth.gov.uk](mailto:townclerk@sidmouth.gov.uk)

**Post Applied For: Project & Services Delivery Officer (24/PSDO)**

**Last name**

**First names**

**Address**

**Email address**

**Telephone numbers**

Home:

Mobile:

**If you have a disability, please tell us about any adjustments we may need to make to assist you with the selection process.**

**Education and training**

Please give details of qualifications achieved

Qualification (type & subject)	Name of school, college, university, etc.	Grade/level attained	Date achieved (mm/yy)

**Membership of professional bodies**

Name of professional body	Level of membership	Date achieved Mm/yy

**Training:**  
Please give details of any training you have undertaken that may be relevant to the position applied for....

## Employment History

### Present employer

From	To	Name and address of employer	Post held and brief outline of duties	Present salary and scale/grade & reasons for leaving

**Previous employers** – Most recent first. Indicate any gaps in employment and indicate what you were doing in that time.

From	To	Name and address of employer	Post held and brief outline of duties	Salary and scale/grade & reasons for leaving



**Please tell us why you consider you are a suitable candidate for this appointment by referring to the Person Specification.**

**Can continue on a separate sheet if necessary (max 500 words)**

**Outside interests (hobbies & sports, etc.):**

**Are you related to any council Member or employee?** (If so give details)  
(NB Failure to disclose such a relationship and/or canvassing will disqualify)

**Rehabilitation of offenders**

Have you ever been convicted of or are you currently charged with any criminal offence?

Delete as appropriate      **YES** / **NO**

If YES please give details below

Date of conviction	Offence	Sentence

## Referees

Two references are required including one from your most recent employer.

First reference	Second reference
Name	Name
Address	Address
Tel no.	Tel. No.
Email	Email
How long have they known you?	How long have they known you?
In what capacity?	In what capacity
Can the person be contacted prior to interview (please delete as appropriate) Yes / no	Can the person be contacted prior to interview (please delete as appropriate) Yes / no
Notice to be given to terminate present employment?	
Please indicate where you saw the advertisement for this post:	

**I can confirm that the information provided is correct to the best of my knowledge. I accept that providing deliberately false information could result in my dismissal.**

Signed..... Date.....

