



## RAMSGATE TOWN COUNCIL

# ALLOTMENT OFFICER REQUIRED

Ramsgate Town Council is seeking a part-time Allotment Officer to start as soon as possible.

### **Main Purpose of Role:**

The Allotments Officer ensures that the administration of the Town Council managed allotments is undertaken in accordance with the policies of the Council and the various Allotment Acts.

The applicant will need to be highly organised, a skilful problem solver and good at communicating.

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Applicants are asked to read:

- Allotment Officer Job Description
- Allotment Officer Person Specification

And complete an application form and equal opportunities monitoring form.

**Hours: To be worked across Monday-Wednesday each week between 08:00 and 17:00hrs.**

**Total hours per week: 20 hours.**

**Pay: £22,369 - £25,409 (Full Time Equivalent)**

**Pension: Auto enrolment in the Local Government Pension Scheme.**

**Paid holiday: 22 days per year / pro rata**

**To Apply: Complete the application form and equalities monitoring form.**

**Send to:** Miss L Fidler – Town Clerk & Responsible Finance Officer  
Ramsgate Town Council  
The Custom House  
Harbour Parade  
Ramsgate  
CT11 8LP

**Or via: [town.clerk@ramsgatetc.org.uk](mailto:town.clerk@ramsgatetc.org.uk) CV's will not be accepted.**

**Deadline for applications 9am on Monday 2<sup>nd</sup> October 2023**

Interviews are planned for the week commencing the 9<sup>th</sup> October 2023.