

Swanage Town Council

Seasonal Job Vacancies



Swanage Town Council are pleased to announce that we are currently recruiting 13 vacancies, 8 of which are seasonal positions for 2022 and 5 are permanent. Information for all the roles can be found below.

Visitor Services Assistant (weekends) – 2 Posts

£18,933 pro rata / £9.81 per hour (*pay award pending*)

Post 1: 21 hours per week – 1st April to 31st October 2022

Post 2: 21 hours per week – 1st April to 30th September 2022

We have two seasonal vacancies at the award-winning **Swanage Information Centre** for individuals who have a passion for Swanage and can demonstrate world class customer service. The role requires basic IT skills and some administration skills as we take beach hut bookings alongside a wide range of other administration activities. If you love talking about Swanage and want to work with an exciting and dynamic team in which every day is different, then this is the job for you.

Both roles will be required to work weekends and bank holidays (we are open to the public on Saturday and Sundays throughout the summer) from 9.00am to 5.00pm, with an hour for lunch.

If you are interested please contact us (details below) to see the Job Description, Person Specifications and to receive an application form.

Applications close: 3rd March 2022 12 noon

Interview date: week commencing 14th March 2022

Swanage Town Council is an equal opportunities employer

Seafront Adviser – 2 Posts

£18,933 pro rata / £9.81 per hour (*pay award pending*)

Post 1: Up to 35 hrs per week (21 hrs during October) – 1st April to 31st October

Post 2: Up to 35 hours per week – 1st July to 11th September

We have two seasonal vacancies for outgoing individuals who have a calm manner and enjoy engaging with people. As the 'public face' of the Town Council on the seafront, around the Town and at the Boat Park you will help us provide the best possible service we can to our customers. You will promote the safe use of the seafront area and provide advice and guidance so that an enjoyable time can be had by everyone. You will be the friendly face of the town and act as a mobile information service utilising our award-winning customer service approach. The role will also include collecting fees from the Boat Park and patrolling the beach as well as undertaking seafront cleaning and basic maintenance tasks. A polite manner with experience in a customer facing role would be an advantage but really, we want people who have a passion for Swanage and can rise to meet the many challenges that make this an interesting and important role.

Please note this is based on a variable hour's contract and on days when the weather is poor you may not be required. The role will be required to work weekends and bank holidays.

We are a highly successful team working on what we feel is **the** most amazing town and beach in the UK. While we provide our award-winning customer service, we also have lots of fun along the way.

If you want to join us for 2022 please contact us (details below) to see the Job Description, and Person Specification and to receive an application form.

Applications close: 3rd March 2022 12 noon

Interview date: week commencing 14th March 2022

Swanage Town Council is an equal opportunities employer

Boat Park Attendant – 1 Post

£18,198 pro rata / £9.43 per hour (*pay award pending*)

36 hours per week (6 days a week / 6 hours a day, variable hours contract)

Starting: 12th May 2022

Finishing: 18th September 2022

We have a single seasonal vacancy for an individual who can help us provide world class customer service to our boat park customers. This job certainly has one of the best views in the world! You will be a key part of our visitor team, taking payments from daily boat users and ensuring that our seasonal customers are well looked after. The role will involve a six-hour day over 6 days a week. If you are confident in dealing with cash and card payments, completing daily reconciliation sheets, and speaking confidently with a range of different people, while working on your own, then this job is for you.

Please note this is based on a variable hour's contract and on days when the weather is poor you may not be required. The role will be required to work weekends and bank holidays.

If you are interested please contact us (details below) to see the Job Description, Person Specifications and to receive an application form.

Applications close: 3rd March 2022 12 noon

Interview date: week commencing 14th March 2022

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Beach Gardens and 'Tea on the Green' Attendant – 2 Posts

£18,198 pro rata / £9.43 per hour (*pay award pending*)

Various shifts starting 1st April to 2nd October (variable hours contract)

We are looking for two individuals to help us deliver a world class customer service at our Beach Gardens Sports Park to make it **the** place to be for summer 2022. Experience of cash handling, till use and record keeping would be an advantage but really we want fun people who thrive on delivering a top notch customer experience.

We will be open up to 7 days a week from 1st April to 2nd October, so will be looking for a range of shift patterns.

Please note this is based on a variable hour's contract and on days when the weather is poor you may not be required.

If you are interested please contact us (details below) to see the Job Description, Person Specifications and to receive an application form.

Applications close: 3rd March 2022 12 noon
Interview date: week commencing 14th March 2022

Swanage Town Council is an equal opportunities employer

Waste Operative (afternoons) – 1 Post

£18,198 pro rata / £9.43 per hour (*pay award pending*)

30 hours per week (6 days a week / 5 hours a day / 12.00pm to 5.00pm)

Starting: 16th May 2022

Finishing: 11th September 2022

Are you passionate about Swanage Seafront? Do you want to make a genuine difference to the area and be part of a dynamic team at the same time. The summer of 2022 is going to be busy and we have some really exciting events taking place across the seafront. To help us provide the best possible experience for our visitors and residents, we are looking for an individual who can support our cleaning operatives from 12.00pm to 5.00pm over 6 days. You will be reporting to the Grounds and Estate Manager and be a key part of the Seafront Team.

The role will be required to work weekends and bank holidays.

If you are interested, please contact us (details below) to see the Job Description, Person Specifications and to receive an application form.

Applications close: 28th March 2022 12 noon
Interview date: week commencing 11th April 2022

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Permanent Job Vacancies



Visitor Services Assistant – 1 Post

£18,933 – £19,312 pro rata / £9.81 – £10.01 per hour (*pay award pending*)

April to September - 20 hours a week / 5 days a week / 1.00pm to 5.00pm

October to March – 12 hours a week / 3 days a week / 1.00pm to 5.00pm

We have one permanent vacancy at the award-winning **Swanage Information Centre** for an individual who has a passion for Swanage and can demonstrate world class customer service. The role requires good IT skills and strong administration skills as we take beach hut bookings alongside a wide range of other administration activities. If you love talking about Swanage and want to work with an exciting and dynamic team in which every day is different, then this is the job for you.

The role will be to cover our afternoon shift from 1.00pm to 5.00pm over 5 days in the summer. As customer demand reduces in the winter, you will work the same times, but over 3 days.

You will be required to work weekends and bank holidays (we are open to the public on Saturday and Sundays throughout the summer).

If you are interested, please contact us (details below) to see the Job Description, Person Specifications and to receive an application form.

Applications close: 3rd March 2022 12 noon

Interview date: week commencing 14th March 2022

Swanage Town Council is an equal opportunities employer

Enforcement Officer – 2 Posts

£18,933 – £19,312 / £9.81 – £10.01 per hour (*pay award pending*)

Post 1: 37 hours per week

Post 2: 22 hours per week

Do you enjoy working outside and meeting a wide variety of people? We are looking for two responsible and customer focused individuals to undertake the role of enforcing the Council's regulations across its many sites in the town. It's not just about issuing excess charge notices within the Council's car parks, but also acting as a mobile ambassador ensuring that our many visitors enjoy our facilities in a safe manner.

Full training will be given. These roles will include regular weekend and bank holiday working.

If you are interested, please contact us (details below) to see the Job Description, Person Specifications and to receive an application form.

Applications close: 3rd March 2022 12 noon

Interview date: week commencing 14th March 2022

Swanage Town Council is an equal opportunities employer

Grounds Maintenance / Beach Cleaner – 1 Post

£18,198 – £18,562 / £9.43 – £9.62 per hour (*pay award pending*)

37 hours a week

An enthusiastic individual is required to work as part of Council's Operations Team. In the winter season this role is primarily to undertake general grounds maintenance in the Council's parks, cemeteries and facilities. Duties will include grass cutting, strimming, hedge cutting, path and weed clearance and general horticulture. In the summer months the role is primarily to work along the beach and seafront ensuring the area is clean, tidy and welcoming to visitors. Duties will include litter picking, bin emptying and cleaning of outdoor areas. A flexible approach is required and the role will include weekend and bank holiday working, particularly in the summer months.

If you are interested, please contact us (details below) to see the Job Description, Person Specifications and to receive an application form.

Applications close: 3rd March 2022 12 noon

Interview date: week commencing 14th March 2022

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General Administration Officer – 1 Post

£18,933 – £19,312 pro rata / £9.81 – £10.01 per hour (*pay award pending*)

37 hours per week

We are seeking to recruit a person with excellent communication and organisational skills to undertake receptionist duties at the Town Hall and provide administrative support to the Council.

You will have a friendly, patient, and courteous manner together with a passion for high quality customer service. The post requires high quality administrative skills including writing e-mails, document retention and filing, and receipting of incoming payments. Whilst working as part of a small team you will also be required to work independently.

An excellent standard of literacy and numeracy is essential alongside experience of Microsoft Office applications, including Word, Excel and Outlook. Local knowledge and experience of working in a local government context would be an advantage, although full training will be given.

If you are interested, please contact us (details below) to see the Job Description, Person Specifications and to receive an application form.

For an informal discussion please contact Niki Clark on 01929 423636 or e-mail n.clark@swanage.gov.uk

Applications close: 18th February 2022 12 noon

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Two additional roles are available until 11th February 2022 and can be found on our website www.swanage.gov.uk

- Payroll/Personnel Officer
£20,903 - £23,080 pro rata – 22 hours a week
- Finance Assistant
£19,698 - £20,493: 37 hours a week

Applications for these two roles close on 11th February 2022 at 12.00 noon. For an informal discussion or to request an application pack please contact Alison Spencer on 01929 423636 or e-mail a.spencer@swanage.gov.uk.

**Application forms available from:
Swanage Town Council, Town Hall, High Street,
Swanage, Dorset, BH19 2NZ
Telephone 01929 423636
Email admin@swanage.gov.uk**

SWANAGE TOWN COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

Frequently Asked Questions

How do I apply?

To request an application pack please contact us on admin@swanage.gov.uk or 01929 423636. We prefer application forms completed electronically, however written forms are perfectly acceptable. Please make sure you get your application in before the deadline otherwise you may not be eligible.

Do all jobs come with a Local Government Pension Scheme (LGPS)?

All employees under the age of 75 and with a contract for 3 months or more will be automatically enrolled into the scheme and will be an active member of the LGPS. If you wish to opt out you can do so once you have started work.

An employee with a contract for under 3 months can join the LGPS, but must opt into the scheme.

How flexible are the jobs?

Our jobs generally include some flexibility, particularly around shift patterns, although this does depend on which job you might be applying for. If you have any particular concerns regarding commitments, it is best to raise this before you apply or in the interview. Many of the seasonal jobs advertised can accommodate commitments by altering hours worked or shift patterns. We are looking for strong candidates, and we want the best, so we are keen to try and work around any commitments you might have. The Council also operates a Flexible Working Policy which allows requests for part time working to be considered.

When would I get paid?

All Swanage Town Council staff are paid monthly on the 20th of each month.

Will I receive any training?

All appropriate training is provided. This will usually be explained in the interview and will vary according to the job. Some of the roles will include formal First Aid training, but generally 'on the job' training will be provided as part of the induction process.

When will the interview be held?

If you are successful for interview, you will usually be advised within a week of the closing date of the application. Interviews will usually be scheduled within two weeks of the closing date. This timetable may vary according to operational requirements.

What if I haven't heard anything after the deadline has closed?

We usually advise those who are unsuccessful to reach the interview stage as soon as we can, although the early season can be a particularly busy period for us.

If you haven't heard from us after two weeks after the closing date of the application you can generally assume that you have not been successful.

What if I can't attend the date of an interview?

If you are successful to reach the interview stage, we will provide you with a date and time. If you are unable to attend this date you should advise us as soon as possible and we will do everything we can to find an alternative.

Can I provide my CV rather than an application form?

We are afraid that we only accept application forms provided to us by the stated deadline. We are unable to take CVs.

Medical Fitness

The person appointed will be required to complete a confidential medical declaration form and the appointment may be dependent on the issue of a satisfactory report from the Organisation's medical adviser if necessary.

Probationary Period

The appointment is subject to a six-month probationary period.

Annual Leave

All roles come with a paid holiday entitlement which is based on the number of hours you work. Generally, holidays can be taken during the employed period, however this is dependent on operational requirements. Any holiday not taken at the end of the employment will be paid.

Where can I get more information?

If you wish to find further information, or perhaps to gain a greater appreciation of a particular role you may contact the Town Council on the email or phone number above and a manager will contact you to discuss any questions you have. In the case of jobs managed by the Swanage Information Centre, you are always welcome to pop in and speak to someone at any time when we are open.

And don't forget we usually run a Jobs Fair every year in February. For 2022 the dates for this are 11th and 12th February and it is held at the Swanage Information Centre.