

Swanage Town Council Seasonal Job Vacancies



Swanage Town Council are pleased to announce that we are recruiting 11 seasonal vacancies for the 2019 summer season.

Visitor Services Assistant (weekends) – 2 Posts

£18,426 pro rata / £9.55 per hour

Post 1: 21 hours per week (3 days)

Post 2: 14 hours per week (2 days)

Starting: 1st April 2019

Finishing: 30th September 2019

We have two 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 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.

Both roles will be required to work weekends (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: 21st February 2019

Enforcement Officer – 2 Posts

£18,426 pro rata / £9.55 per hour

Post 1: 37 hours per week, starting 1st April 2019

Post 2: 22.5 hours per week, starting 3rd June 2019

Both vacancies finish on 31st October 2019

Two people with a calm and confident manner, and the ability to remain professional at all times, are required to undertake the role of enforcing the Council's regulations and fees and charges in respect of its areas of operation including car parks, taxi rank, boat park, slipways, beach and recreational areas. You will join a highly successful team helping to make Swanage a pleasant place for visitors and residents throughout the summer season.

Duties include the issuing of excess charge notices within Town Council car parks, patrolling the sea front and maintaining the general security of the Town Council's premises and facilities. Full training and uniform will be provided. This role will be on a rota basis and 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: 28th February 2019

Seafront Advisor – 4 Posts

£17,711 pro rata / £9.18 per hour

Post 1: Up to 35 hours – from 27th April to 8th September 2019

Post 2: Up to 21 hours – from 4th May to 8th September 2019

Post 3: Up to 21 hours - from 25th May to 2nd September 2019

Post 4: Up to 21 hours – from 13th July to 2nd September 2019

We have four 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 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. The role will include collecting fees from the Boat Park and patrolling the beach. 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!

All four posts are identical, other than the start and finish times. We do this as it enables us to better meet the needs of our customers as visitor numbers using the beach and Boat Park increase leading up to the peak holiday period.

We are a highly successful team working on what we feel is **the** most amazing 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 2019 please contact us (details below) to see the Job Description, Person Specifications and to receive an application form.

Applications close: 4th April 2019

Beach Gardens and ‘Tea on the Green’ Attendant – 3 Posts

£17,711 pro rata / £9.18 per hour

Various shifts starting 6th April to 29th September

We are looking for a number of individuals to help us deliver a world class customer service at our rebranded and improved Beach Gardens Sports Park to make it **the** place to be for summer 2019. 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 6th April to 29th September, morning to evening, so will be looking for a range of shift patterns.

So, if you only have a few hours a week, want full time work or anything in-between, we want to hear from you.

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 February 2019

**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 receive an application pack please contact the Town Council above by email, phone or visit the Town Hall. 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?

Many of the jobs include some flexibility, particularly around shift patterns. 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.

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 2019 the dates for this are 8th to the 9th February and it is held at the Swanage Information Centre.