



JOB VACANCY

Allotment Administrator

SCP 18 - 21 – (£18,870 - £20,541 per annum pro rata)

Totton & Eling Town Council is one of the largest in England, and they are looking to employ an Allotment Administrator to be responsible for the management of the Council's allotment sites including all matters in connection with the letting and administration of plots together with arranging inspections, maintaining appropriate records, dealing with complaints and the servicing of and reporting to the Allotment sub-committee. The average hours are 6 hours per week.

We would welcome applications, by application form only, from all candidates who feel they could assist with the development and management of the Town Council's Allotment services. (CVs maybe attached to the application form if desired)

Application forms and a job description are available from our web site at www.totton-and-eling-tc.gov.uk . Please send all applications to Susan Cutler at susan.cutler@totton-and-eling-tc.gov.uk .

Closing date – 22nd January 2019