



Job Description:	Allotment Officer
Job Title:	Allotment Officer
Hours	22.5 per week Additional hours worked taken as time of in lieu and overtime (split equally)
Pay Scale:	Based on NJC scale points SPC 19-24
Based at:	Andover Town Council, Office 107, Incuhive Andover, Chantry House, Andover, SP10 1LS
Job Purpose:	To Administer the Town Council's Allotment Service
Responsible to:	The Town Clerk
Responsible for:	The Allotment Service of the Town Council.

Key Duties

Administration	<ul style="list-style-type: none"> • Allotments – responsibility for all administration and maintenance. • Deal with enquiries from visiting members of the public. • Deal with telephone enquiries. • Filing manually and electronically. • Inward and outward post responsibility – allotments related. • Order equipment for outdoor maintenance team as required and approved by Town Clerk. • Update/set up of internal records, such as telephone/address lists. • Manage the Outside Workforce Contractor – booking in work, issuing job numbers and following up. • Issue rental invoices and receive and process monies for allotment rental. • Issue invoices to cover contractor costs. • Bank monies with supervision from the Town Clerk/Deputy Town Clerk.
Maintenance of Systems	<ul style="list-style-type: none"> • Maintain the Edge system so that all information is up to date to support invoice distribution, plot updates, rules and regulation enforcement. • Ensure Service Manager is up to date with contractor jobs and scheduled plot inspections. • Keep Inspect Edge up to date via the tablet.
Site visits	<ul style="list-style-type: none"> • Plot inspections. • Meeting contractors on site to discuss/obtain quotations.

Any other duties which may, from time to time, be considered appropriate.