

Killamarsh Parish Council

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MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON TUESDAY 04 OCTOBER 2022

Those present :

Chair : Cllr A Platts

Councillors : Cllr C Curzon, Cllr D Drabble, Cllr T Lacey, Cllr W Tinley, Cllr J Windle

Officers : Mrs G Blank

1 Chair's Announcements

The Chair had no announcements to make.

2 Apologies for Absence

There were no apologies received.

3 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received.

4 Adjournment for Public Participation

There were no members of the public in attendance.

5 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

RESOLVED: That all items under section 7 of the agenda are excluded from the press and public and discussed in close session.

6 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 22nd June 2022.

RESOLVED: That the minutes of the Health, Safety and Wellbeing Committee meeting held on the 22nd June 2022 are approved as a true and accurate record.

b. To receive an update on an ongoing issues not covered as an agenda item.

There were no items to discuss.

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Staffing

a. To receive an update on the Parish Team.

The Clerk updated Councillors on the current team members and said that everyone was settling in well together.

b. To consider and approve the job description for the Events & Marketing Manager position to be recommended to Full Council.

The Clerk had circulated the draft job description, that had been recommended by the Events & Communications Committee, prior to the meeting.

The Chair asked Councillors for their comments. Cllr Lacey felt that the job description was asking a lot from one person. Councillors discussed this in more detail and agreed that to attract someone with the correct level of knowledge and experience both the job requirements and remuneration needed to reflect this.

RESOLVED: That the job description for the Events & Marketing Manager position is recommended to Full Council for approval.

c. To consider and approve the remuneration of the Events & Marketing Manager to be recommended to Full Council

The Events & Communications Committee had recommended that the Council set the pay at a level to attract an experienced candidate and the value of £28,000 on a 30 hour per week contract was suggested.

Councillors agreed that this was a reasonable amount but also suggested adding an incentive clause into the contract to encourage performance. The incentive would be offered on a percentage of profits earned with a cap being set. Councillors asked the Clerk to draft some suggestions on how this would work for Full Council to consider. All Councillors were in favour of this proposal.

RESOLVED: That the Committee recommends that a starting salary of £28,000 is offered based on a 30 week contract and in addition a performance incentive is added with an upper limit set.

d. To consider and approve increasing the Clerks hours to 37.

The Clerk had circulated a report to Councillors prior to the meeting asking them to consider increasing her hours from 35 per week to 37 and informed them of the additional cost to the Council. Councillors considered the report and agreed unanimously that there was a good case for it to be recommended to Full Council. Cllr Platts made the proposal and Cllr Drabble seconded it, with all Councillors in favour.

RESOLVED: That the Committee recommends to Full Council that the Clerks hours are increased to 37.

e. To consider and approve the hours of the Handyman.

The Clerk asked Councillors to consider making the handyman's hours a permanent contract amendment to 25 per week (currently 20 hours with 5 hours approved overtime).

The current workload of the Handymen was discussed and the Clerk said she would be meeting with them to discuss their current workloads and draw up a schedule. This will help her determine what

resources are required and help with continuity in future. The Clerk will include into the schedule duties in the Parish Suite such as setting up for and clearing away after meetings so that the Cleaner can perform her duties.

Councillors acknowledged that the Handyman had supported the Council whilst there were few staff remaining and that he does an excellent job.

RESOLVED: That the Handyman's contract be amended to 25 hours and his entitlements amended to reflect this.

f. To consider the appointment of a trainee / apprentice to assist with the day to day office administration duties.

The Clerk had circulated a report with her proposal to Councillors prior to the meeting and asked them if they would like her to obtain more information on the apprenticeship scheme for the next meeting.

The Clerk and Deputy Clerk spend a lot of time answering the phone, emails, reception and other administrative duties which if passed on to an assistant would free up time for them to do more reports for Council and other work that they need to do. The Clerk felt the Council should look at the apprentice route to give a school leaver, preferably at A Level standard, an opportunity to work and train in this diverse sector. Ultimately the Clerk sees the correct candidate going on to be trained in Local Government administration.

Both the Clerk and Deputy Clerk are working additional hours to meet deadlines and taking the time as lieu. An additional body in the office will help resolve this over time and provide additional office cover.

Councillors agreed in principle with the idea and that the Clerk should do further research to obtain costs, training requirements and what support there is to the employer of an apprentice. Cllr Windle proposed the motion and Councillor Drabble seconded it, all Councillors were in favour.

RESOLVED: That the Clerk look into the apprenticeship scheme further and report back to the Committee.

8 Training

a. To consider and approve the attendance of the Clerk at the SLCC Practitioners Conference in February 2023.

The Clerk updated Councillors on the Practitioners Conference which is held every year by the SLCC and forms a substantial part of a Clerks learning outcome requirements. In her previous post attendance at the conference was mandatory. The conference offers Clerks the opportunity to attend a variety of training sessions over a 2 day period. There are approximately 20 sessions for a Clerk to choose from over 9 sessions.

The Clerk said she had always found the conference beneficial to her and always comes away with new ideas and better ways of working as well as learning about new legislation.

The Clerk finds the conference a good way of networking with other Clerks and also suppliers.

Presentation slides are shared with attendees after the conference for reference.

Cllr Lacey felt it was very important that the Clerk keeps up to date on best practices and fully endorsed regular staff training. Councillors all agreed with his point.

Cllr Windle asked if there was sufficient budget to cover the costs and the Clerk confirmed that there was.

Cllr Platts proposed that the Clerk should be allowed to attend and Cllr Windle seconded the proposal, all Councillors were in favour.

RESOLVED: That approval is given for the Clerk to attend the Practitioners Conference in February 2023.

b. To consider and approve the attendance of the Deputy Clerk on the SLCC Practitioners Conference in February 2023.

The Clerk asked Councillors to consider approving the Deputy Clerks attendance at the conference.

The Deputy Clerk has proven herself to be very capable and the Clerk recommended that the Council invest in her training. As with the Clerk, the Deputy Clerk also needs to attain her CPD points to maintain her membership of SLCC and attendance at the conference goes a long way towards this.

Cllr Windle asked if there was sufficient budget for both to attend and the Clerk confirmed that there was.

Cllr Drabble asked about office cover. The Clerk confirmed that she would take her work mobile to the conference and have all calls diverted to it, she would answer any urgent messages and emails during breaks. Councillors were happy with this suggestion.

Cllr Platts proposed that the Deputy Clerk should be allowed to attend and Cllr Windle seconded the proposal, all Councillors were in favour.

RESOLVED: That approval is given for the Deputy Clerk to attend the Practitioners Conference in February 2023.

c. To consider and approve the Clerk completing IOSH training.

The Clerk informed Councillors that she was aware under the terms of her contract she needed to complete her IOSH training but was waiting for the Health & Safety contract to be approved so that she could see if they provided any training.

The Clerk is happy to do the training and potentially more if it assists the Council.

Cllr Windle proposed that the Clerk arrange her training accordingly and Cllr Curzon seconded the proposal, all Councillors were in favour.

RESOLVED: That the Clerks IOSH training is approved.

9 Health & Safety

a. To consider and approve the appointment of a Health & Safety Advisory consultant.

The Clerk advised Councillors that at the last meeting they had reduced the number of possibilities to 2 companies and Cllr Clough was asked to see if a shorter contract period could be obtained from one of the companies.

The Clerk reported that she had spoken to the company and managed to get them to a one year contract.

The Clerk shared the costs and terms of both contracts and Councillors consider both.

Cllr Platts proposed that the Parish Council stay with Ellis Whitham for a another year, as they were the lowest price, which will give the Clerk time to assess the Councils needs for future years. Cllr Curzon seconded the proposal and all Councillors voted in favour.

RESOLVED: That a one year agreement with Ellis Whitham for Health & Safety Advisory services is approved.

10

Policies

a. To consider and recommend the Councillor / Staff Protocol policy to Full Council for adoption.

The Clerk informed Councillors that the policy was an extension of the Code of Conduct that details the expected conduct between Council members and its employees.

This policy has been recommended by Local Council Associations due to an increase number of reported cases of bullying in the sector and is there to protect everyone.

All Councillors were in favour of the policy.

RESOLVED: That the Committee recommends the Councillor/staff protocol to Full Council for adoption.

b. To consider and approve the update of the Employee handbook.

The Clerk asked Councillors if they were aware when the last time the staff handbook was updated as she was unable to find a recent one in the office files. The Clerk said she had a copy of one from her previous Council which was taken from YLCA policies and updated in 2021 which she could adapt for Killamarsh.

Cllr Drabble proposed that the Clerk update the handbook for Killamarsh and Cllr Platts seconded the proposal. All Councillors were in favour.

RESOLVED: That the Clerk update the Employee handbook for Council to consider.

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Items for discussion for a future agenda

- Vehicle usage Policy
- Employee Handbook
- Budget

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Date of the Next Council Meeting

- 14th November 2022

MEETING CLOSED 20.10

Parish Clerk

From: Deborah Smith <dsmith@theapprenticeacademy.co.uk>
Sent: 02 December 2022 12:20
To: Parish Clerk
Subject: BA L3 apprenticeship
Attachments: Introduction Guide - L3 Business Administrator.pdf; Overview Business Admin.pdf; Academy Live BA L3 Learner Journey.docx; Business Admin Apprenticeship Level 3.pptx; Business Admin Jan 23 cohort.pdf; 1 Employer Guide - Recruit Direct Service - Short.pdf; Employer Guide - Creating a DAS Account & How to Recruit Apprentices.pdf

Hi Gail,

Thank you again for your time this morning, it was a genuine pleasure speaking to you.

When recruiting yourselves we can offer you our Recruit Direct service this is to support employers with apprentice job offers, the Apprentice Academy is offering a complimentary assessment service (Recruit Direct Service). This is designed to be done before the employer makes the final offer. This helps to reserve a place before employment starts and will give the employer confidence, that the candidate is suitable for the apprenticeship and will be accepted onto the programme. As part of the process, the candidate will be asked to complete an application form, undertake English and Maths assessments, and have a 121 meeting with Academy staff. Once all elements have been completed, we will contact you to give the feedback. We will not give the candidate feedback – this will be left to you.

When you have identified somebody that you think would be a good fit for the role, before you make a final offer, we will undertake our complimentary assessment service (RDS).

Costs

The funding value is £5000 for Business Administrator Level 3. Apprenticeship levy organisations can use their levy funds to pay for this programme. Smaller organisations, with a payroll bill less than £3 million per year, can enrol their employee onto this programme by making a 5% contribution towards the cost. The government will fund the rest.

Information attached on the following:

- ✓ Introduction Guide for BA L3 (including time to learn study time requirements)
- ✓ Overview BA L3
- ✓ Learner Journey
- ✓ PowerPoint presentation
- ✓ Timetable (example)
- ✓ Recruit Direct Guide – Entry/ Eligibility guide
- ✓ Employer guide – How to create a DAS account & How to recruit using your DAS account

Summary of the funding and learning criteria:

- ✓ Apprenticeship Levy paying employers can pay for these programmes via their Levy Fund Account
- ✓ For non-levy paying employers, the government will fund 95% for 10 people, so there would be a 5% employer contribution fee required
- ✓ Focus on those who have gaps in knowledge and skill that would benefit from a structured development programme
- ✓ Ensure that employees selected are allowed to spend 6 hours of their time on learning (working on the project is included in this time)

- ✓ Employees who are aged 24 or under – the business will benefit from NOT paying Employers NI on the learners salary for the whole duration of their programme/ or until they turn 25.
- ✓ All employees who work > 30 hours per week are eligible, and the programmes are delivered fully online – so safe for employees to learn, with no need to travel.

Link for NI exemptions for apprentices under the age of 25. <https://www.gov.uk/government/publications/national-insurance-contributions-for-under-25s-employer-guide/paying-employer-national-insurance-contributions-for-apprentices-under-25>

If you have any further questions, please let me know and I will be happy to assist.

Kind regards

Debbie

Debbie Smith | L & D Specialist

T: 0161 240 1576 | Email: dsmith@theapprenticeacademy.co.uk

Please note my working week is Tuesday to Friday inclusive.



DEVELOPING
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www.theapprenticeacademy.co.uk

St James's Buildings, 79 Oxford Street, Manchester, M1 6FQ



Winner of the AAT Apprenticeship Provider of the Year Award 2019 & 2020 😊

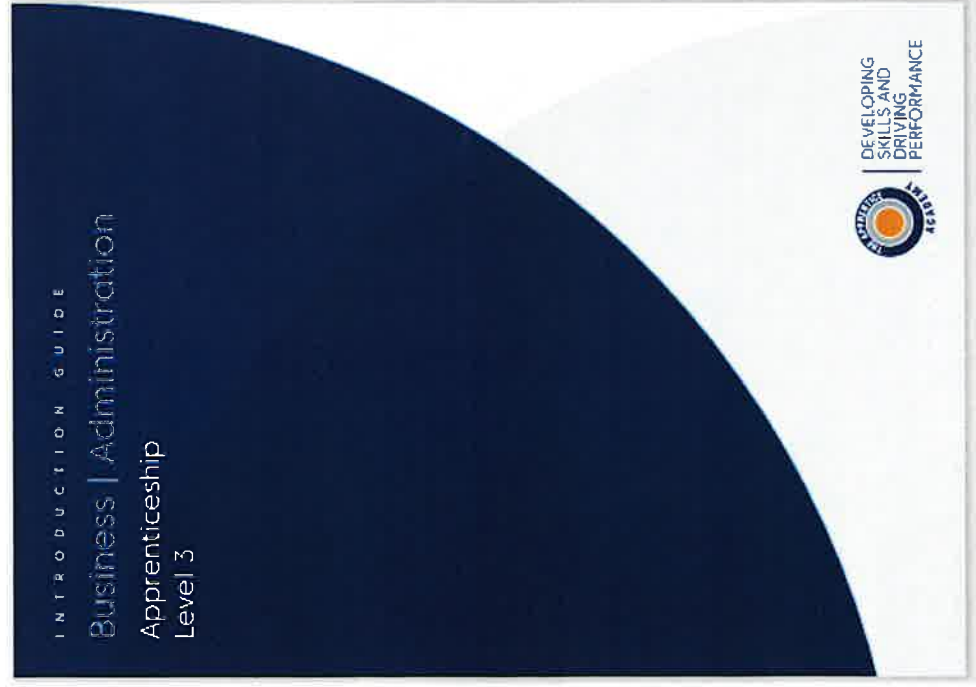
See all our programmes and latest [timetable](#) here.

Business Administration
Apprenticeship
Level 3



DEVELOPING
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Learning Covers



Learning Includes

- ✓ Personal Effectiveness & Time Management
- ✓ Communication Skills & Relationship Building
- ✓ Team Working and Personality Types
- ✓ Understanding Data Protection & GDPR
- ✓ Working with Regulations, Compliance & Change
- ✓ Health & Safety in the Workplace
- ✓ Problem Solving & Decision Making
- ✓ Understanding Supply Chains
- ✓ Basic Finance & Budgets
- ✓ External Market Forces & Competition
- ✓ Project Management Tools
- ✓ Business Improvement Tools
- ✓ Corporate Social Responsibility
- ✓ Additional Bespoke Learning

Time Scales



Total duration: 15 months

- 0-9 months (Learning Activities)
- 9-14 months (Project Work)
- 12-14 months (Prepare for End Point Assessment)
- 13-15 months (End Point Assessment)



Learning Activities



Academy LIVE – Online Group Learning

- ❖ 20 * 2 hour live facilitated sessions with business professionals

Professional Coach

- ❖ Monthly 121 sessions with experienced business coach via MS Teams

Virtual Learning Portal & Resources

- ❖ Learners will have access to their own learning portal, which holds all learning resources, assessment plans, reviews, learning evidence, and time logging tools

Project Report

- ❖ Business improvement project
 - *Implementation of a new process / Improvement of any existing process*
 - *Resource/ money saving projects / Improvement of staff productivity*

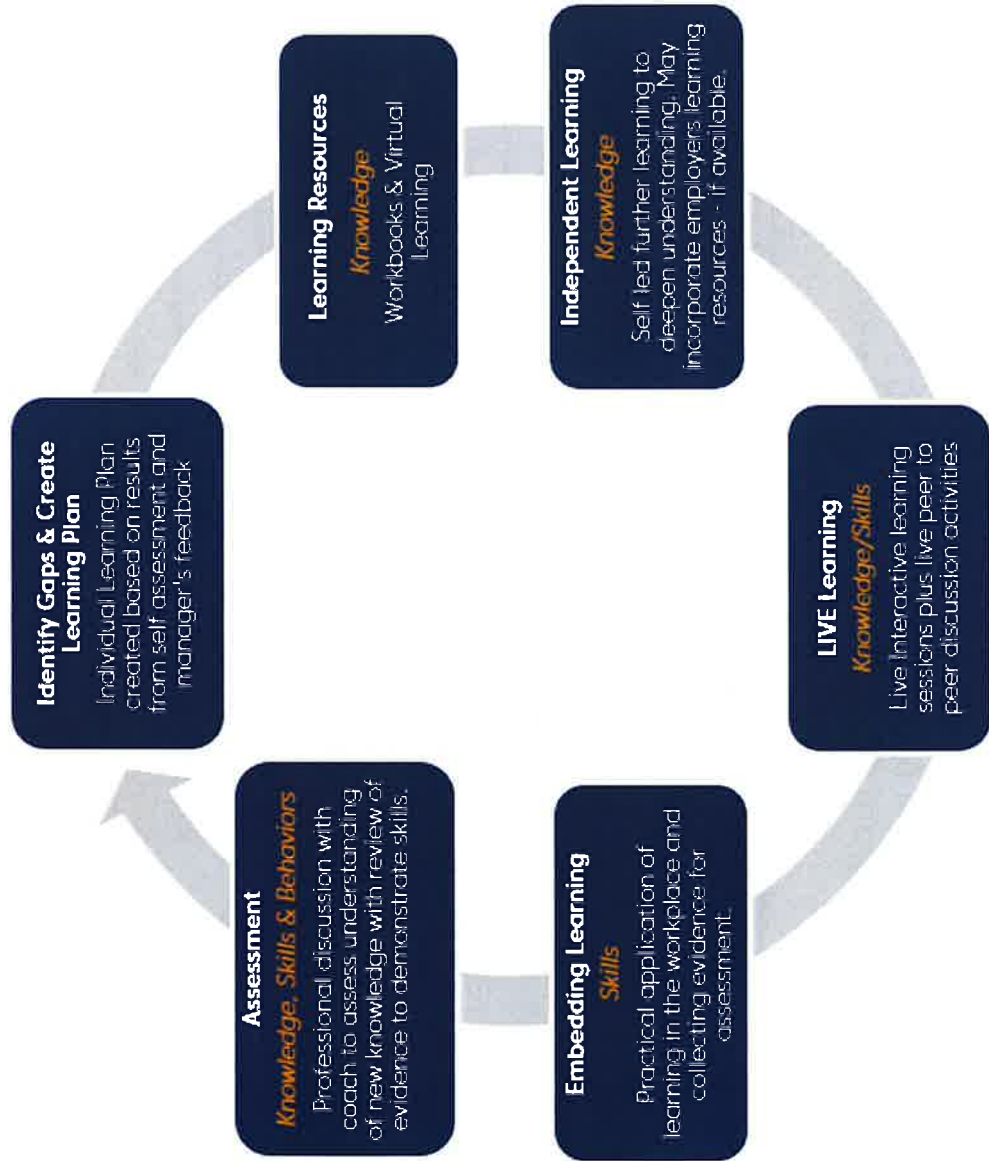
Other

- ❖ Functional skills (if required)
 - ❖ Independent learning (3-4 hours per week)
-



The Learning Process

Maths & English – Initial Assessment, Diagnostic, work on BKS Online System and online support leading to exams
Project Work – Work based project to contribute to evidence of competency and to be presented as an element of the End Point Assessment.

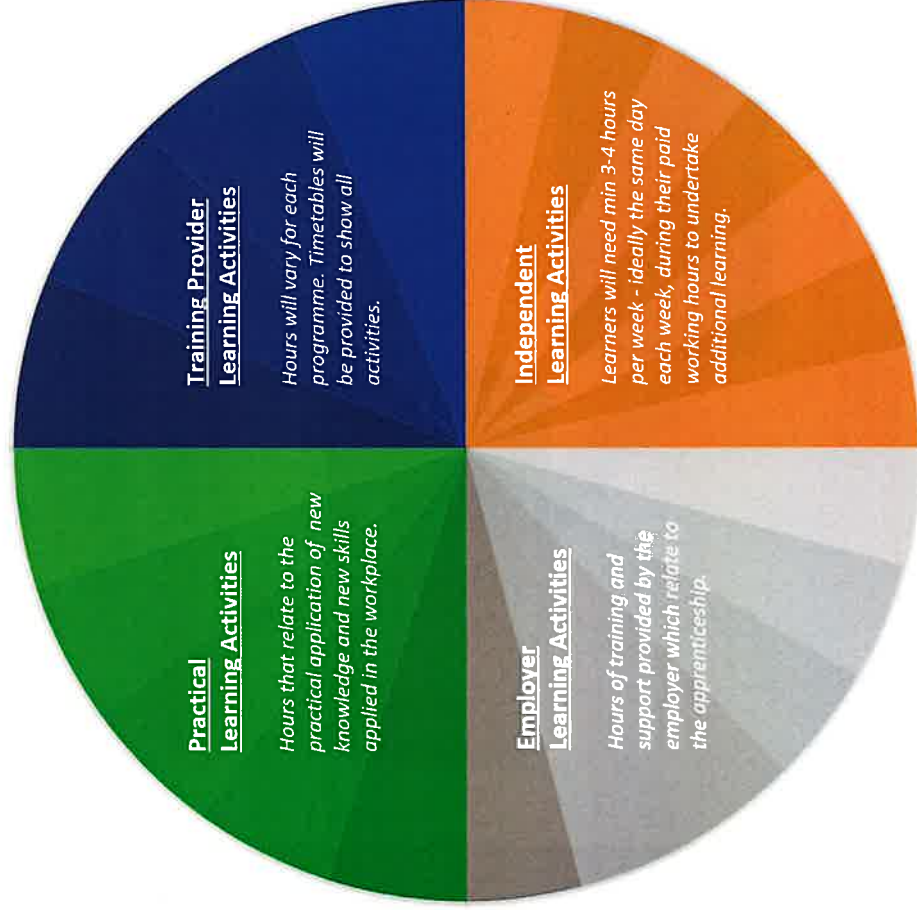


Progress Review every three months carried out with learner, coach & employer.

Time to Learn



Learners must spend a minimum of 6 hours per week doing some form of learning activity that relates to the programme – during their paid working hours.



| |
|--|
| <ul style="list-style-type: none"> ■ Academy Online Live Learning Sessions ■ Academy Classroom Learning Sessions ■ Academy Revision Sessions ■ Academy Coaching Sessions |
| <ul style="list-style-type: none"> ■ Accessing the Academy Online Learning Portals (VLE's) and using the Resources ■ Research Activities ■ Reading Workbooks, Articles, Trade Journals or Books ■ Completing Workbook Activities, Writing Assignments, Creating Presentations etc ■ Preparing & Planning Activities for Assessments, Exams etc ■ Watching Recorded Learning Sessions, Webinars, Videos etc ■ Listening to Podcasts |
| <ul style="list-style-type: none"> ■ Attending courses organised by the employer (that relate to the apprenticeship knowledge and skills) ■ Shadowing & Mentoring - Learning from other staff members ■ Practical Training relating to employer systems, processes & procedures ■ Reading Employer Policies, Procedures, Manuals etc ■ Attending Conferences or Tradeshow that will compliment learning ■ Induction training (For New Employees) |
| <ul style="list-style-type: none"> ■ Practical Application of new knowledge learnt ■ Doing things not done before ■ Reflective learning & thinking time ■ Working on Apprenticeship Projects ■ Building a portfolio of work that demonstrates competence |

End Point Assessment



The End-Point Assessment consists of the following components:

- ✓ Knowledge Test (online multiple choice, 60 minutes) which will represent 20% of the marks
- ✓ Project Presentation (Usually remote, 20-30 minutes) which will represent 40% of the marks
- ✓ Portfolio Based Interview (Usually remote, 30-45 minutes) which will represent 40% of the marks

The EPAO will then award a final grade following these activities.

Grades are:

Distinction – 80% and over, Pass – 60-70%, Fail – less than 60%

Once learners have completed all components successfully, they will receive the following:

A Graded Certificate in the Level 3 Business Administrator Apprenticeship

Why work with us



- ✓ Multi Award Winning Training Provider (National Delivery)
- ✓ Ofsted 'Good' Rating & High Success Rates
- ✓ Online Learning Which is Climate Friendly & Minimises Carbon Footprint
- ✓ Very experienced team of trainers and coaches
- ✓ Multiple Starting Points Throughout the Year – So Learners Can Start Quickly
- ✓ 96% of Employers Rate Our Services as Excellent

Training provider

**THE APPRENTICE ACADEMY
LIMITED**

Employer reviews

★★★★ **Excellent** (204 reviews)



Supported Organisations



KEY TRAVEL



worldpay

MCCANN
COMPLETE MEDICAL



Balfour Beatty



brother
at your side



Comfyquilts



swinton
group



bruntwood



UHY Hacker Young
Chartered Accountants



Next Steps



Is the learner eligible to do an apprenticeship? Criteria:

- ✓ Work in a company with an office address in England OR
- ✓ Spend > 50% of their time working in England
- ✓ Work > 30 hours per week
- ✓ Have the right to work in England
- ✓ Be aged 16 or above (No upper age limit)
- ✓ Not have a higher qualification in the same subject area as the apprenticeship they wish to commence

Maths & English

Does the learner already have grades A-C or 4-9 in Maths & English?
Do they have their certificates?

Time to Learn

Is this the right time to start?
Can the learner dedicate half a day per week to independent learning?

Employer Support

Is the Line Manager aware of what's needed and can they support?

Enrolment Process – The programmes are popular and we can not reserve places until the order is received

Once we receive the order – we will hold a place for 5 days whilst initial assessment takes place

Initial Assessment - learners will need to complete an application form, a knowledge & skills self-assessment form, and do Maths and English functional skills assessments. This will be followed by a 121 MSTEams meeting with a TAA Enrolment Officer.

Documentation & Contracts – These will be sent during the enrolment process.

For Employers

Recruit Direct Service

The Apprentice Academy offers a complimentary service to employers to support them when recruiting their own apprentices directly.



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Apprentice Eligibility

Before using this guide, employers need to be aware of the eligibility criteria that applies to all individuals who commence an apprenticeship in England.

The individual must meet all the criteria below to start an apprenticeship:

- ✓ Be aged 16 or above (No upper age limit)
- ✓ Must not already be studying any other government funded learning / qualification or apprenticeship. This includes degree (student loan accessing government funding already)
- ✓ Must not have a higher qualification in the same subject area as the apprenticeship they wish to commence.
- ✓ Have the right to work in England
- ✓ Be a UK National or an individual with the Right of abode in the UK – this includes: People who have been granted pre-settled status, or people with refugee status (RS), humanitarian protection (HP) or discretionary leave (DL).

For information

- ✓ Learners enrolling on procurement apprenticeships must be over the age of 18 to sit regional or remote exams at a CIPS centre.



Employer Checks - Recruiting Apprentices

Before starting this process, please ensure that you can meet the following employer eligibility requirements:

- ✓ The employer address is in England
- ✓ The apprentice must spend > 50% of their time working in England (Please note that if the role is working from home and the learner lives in Wales or Scotland – they would not meet this criterion.
- ✓ The apprentice must have a contract of employment with you that is > 30 hours per week and meets the minimum length of the apprenticeship programme. This will be at least 15 months.
- ✓ The apprentice must be given at least 6 hours per week to do their learning. This means they will need half a day per week for independent study and half a day to attend other learning sessions organised by the training provider and/or employer.
- ✓ Non levy paying organisations can reserve apprenticeship funding for up to 10 employees each year (1st June 2022 to 31st May 2023). A non-levy paying organisation will have an annual payroll of less than £3 million per year. Please check that the maximum has not already been used by the business when you start this process. Your digital apprenticeship service (DAS) account will have this information. Information on how to set up the DAS is on page 6 of this guide.

Please check that the maximum has not already been used by the business when you start this process. Your digital apprenticeship service (DAS) account will have this information.



Apprentice Wages

How much is an apprentice wage 2022?

Current rates

| Wage band | Current rate | Rate from 1 April 2022 |
|--------------|--------------|------------------------|
| Age 21 to 22 | £8.36 | £9.18 |
| Age 18 to 20 | £6.56 | £6.83 |
| Under 18 | £4.62 | £4.81 |
| Apprentice | £4.30 | £4.81 |

The government sets an hourly rate which is below the minimum wage for apprentices, however, most employers pay more than this to attract the best talent.

There is no limit to the maximum you can pay. If you are unsure of how much to pay, then please speak to a member of our team for guidance.

Maths and English

When drawing up your person specification for the job role many employers will specify the need for a certain level of GCSE grade. Typically, employers specify a minimum of 5 GCSE's Grade A-C or 4-9 including maths and English.

Not only will this provide you with some assurance of the applicant's literacy and numeracy capability, but will also exempt them from undertaking the mandatory math and English functional should they become your apprentice

It is good practice to ask applicants to bring their certificates with them to interviews, so you have proof of this before you make an offer.

Candidates who have maths and English grades lower than A-C or 4-9 can be accepted, but they will need to meet minimum threshold levels on the assessment tests we run. As a basic guideline, candidates who have achieved grades A-D or 3-9 should meet the minimum threshold levels, but this cannot be guaranteed.



The Complementary Assessment Service

- Before interviewing candidates make sure they meet the apprenticeship eligibility criteria outlined on page 3. If you have any queries that relate to the eligibility of applicants i.e., their prior qualifications then please call us.
- Once the interviews have taken place and a suitable candidate has been found, we recommend that you make a formal offer, which is subject to final eligibility checks. This will be done by the training provider.
- We recommend a formal offer to reduce the likelihood of them continuing to interview elsewhere. Year 12 and 13 students are actively interviewing from March onwards with most aiming to secure apprenticeships before they leave school/college in July.
- An offer can be in the form of a fixed term contract or a permanent position.
- To start the complimentary assessment process and eligibility checks, please speak to a member of our team.
- As part of the assessment process, we will ask the candidate to complete some paperwork and do our Maths and English tests (even if they already have the required A-C or 4-9 grades). Once completed they will have a one-to-one meeting online with one of our enrolment officers. As part of this process, we are assessing their attitude, understanding and commitment to the programme.
- The assessment process will take approx. 10 working days to complete.
- If successful, a confirmed place will be given.
- If unsuccessful – then we will give you feedback
- Once you have been advised of the outcome, you will need to confirm next steps with the individual.

Government Grants Currently Available

| Government Incentives | Payment terms | End Date |
|--|--|-------------|
| £1000 cash to start an employee aged 16-18 on an apprenticeship. | The Training provider will pay this grant to the employer. £500 at month 3 and £500 at month 12. | No end date |



Killamarsh Parish Council

Events & Marketing Manager

30 hours per week
£28,000 (pro-rata for part-time staff)
plus Local Government Pension

An enthusiastic, highly motivated and dedicated individual is sought to play a pivotal role in managing and promoting The Parish Suite and Killamarsh Community Hub. The Events & Marketing Manager will need to ensure that both venues are a vibrant, in demand and well-run facility.

The ideal candidate will have excellent and proven organisational and communication skills with a track record of successful venue/event promotion, marketing and management.

Their ability to work flexibly, effectively and efficiently under pressure, using initiative and judgement is paramount - as is their skill in motivating a team of colleagues to create a welcoming & impactful environment which provides excellent levels of customer service.

The post is a fixed term contract for 2 years.
Contract extensions are intended but subject to the success of both venues.

Knowledge of venue licensing requirements is essential and ideally the successful candidates will hold an up-to-date liquor licence.

For an application pack email parish.office@killamarsh-pc.gov.uk
or telephone 0114 2472260

Closing Date:

