**Job Description**

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| Job Title: St Neots Gypsy and Traveller site manager |
| POSCODE: CCC2757 |
| Grade: Scale 6 |

**Overall purpose of the job**

The St Neots Gypsy and Traveller site is owned by CCC and was previously managed by Hunts DC and latterly Places For People, but they served notice to terminate the management agreement which ended in August. HDC would not take over management so has fallen back to CCC. Long term solution are being explored by senior management.

In the interim someone is required to visit site, carry out compliance checks, liaise with tenants, identify maintenance required, allocate pitches, carry out evictions, collect payments, and signpost tenants to sources of advice should they be required.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | To be responsible for the overall management of the Council's traveller’s site at St Neots  and to achieve the highest possible levels of compliance with the Council's Site Conditions. |
|  | To collect rent and other payments weekly in person |
|  | Assist in the monitoring of site budgets enabling site improvements and maintenance. |
|  | Review existing pitch provision, allocate space, and determine future needs as required. |
|  | Write, prepare, and submit bids to partner agencies including Government for future projects/funding. |
|  | To perform any other duties as required by the Urban Assets Manager. |
|  | Provide a signposting service to tenants regarding the social, educational and health services available to them from all agencies including County, District, Health, and voluntary services and reciprocally work with County, District, Parish, Health, emergency services and voluntary groups to ensure that tenants are provided with appropriate services from their organisations wherever possible. |
|  | Demonstrate an awareness and understanding of equality, diversity, and inclusion. |

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, knowledge, skills, and experience**

Minimum level of qualifications required for this job

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| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| 5 GCSE’s, Grades A – C | To include English and Mathematics or equivalent | **Essential** |
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Minimum levels of knowledge, skills and experience required for this job

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| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** | Good understanding of issues affecting the travelling community including law and legislation | Essential |
|  | Working knowledge of office procedures and practices | Essential |
|  | Knowledge of tenancy agreements and property maintenance as it relates to the traveller’s site | Essential |
|  | Knowledge of building maintenance | Essential |
| **Skills** |  |  |
|  | Knowledge and experience of working with and presenting information to the travelling community. | Essential |
|  | Able to manage conflict and difficult situations. | Essential |
|  | Able to act as an intermediary between stakeholders and mediate as required | Essential |
| **Experience** |  |  |
|  | Previous experience of dealing with the public and/or the travelling community face to face and over the telephone regarding small service-based projects or community-based projects |  |
|  | Experience of keeping accurate records (either in electronic or manual format). |  |
|  | Driving licence and access to a vehicle/  ability to travel to St Neots traveller’s site. |  |
|  | Experience of identifying property repairs and liaising with contractors and tenants. |  |
|  | Experience of dealing with financial transactions |  |
| Equality, Diversity, and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role. |  |
| **Safeguarding** *(include for roles working with children/vulnerable adults)* | Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | |
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**Disclosure level**

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| --- | --- | --- |
| What disclosure level is required for this post? | None | Standard ✓ |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid | Field  ✓ | Remote | Mobile |