



Buckingham Town Council

JOB VACANCY

Lace Hill Sports and Community Centre Coordinator

27 Hours per week (evening and weekend work required)

Location: Lace Hill Sports & Community Centre, Buckingham

Salary: SCP 7–12, starting at £13.69ph (pay award is pending), comprising 20 hours at the standard rate and 7 hours paid at time-and-a-half for weekend working.

Do you take genuine pride in seeing a place run well, look its best and feel welcoming to everyone who walks through the door?

Buckingham Town Council is seeking an enthusiastic, organised and proactive individual to take personal ownership of the day-to-day running of the thriving Lace Hill Sports & Community Centre.

This is an exciting opportunity to play a key role in one of Buckingham's most important community facilities. Above all, we are looking for someone who will treat the Centre as their own - taking responsibility for its clean, safe and smooth operation and taking pride in the standard at which it is presented to hirers and visitors. Alongside this hands-on commitment, the successful candidate will manage the Centre's operations, develop new business opportunities, support local groups and organisations, coordinate events and ensure that the Centre remains a welcoming, safe and vibrant hub for the community.

About the Role

As Lace Hill Sports & Community Centre Coordinator, you will be responsible for the smooth and effective running of the Centre, working closely with Town Council staff, local organisations, hirers and community groups. This is a practical, hands-on role, you will set and uphold the standards of cleanliness, safety and presentation, and you will be expected to roll up your sleeves and undertake cleaning and routine tasks yourself when needed.

You will:

- Take personal responsibility for the clean, safe and smooth day-to-day running of the Centre.
- Carry out and oversee cleaning duties to ensure the building, facilities and grounds are consistently presented to a high standard.
- Supervise the Caretaker and ensure cleaning and caretaking routines are completed reliably.
- Develop and promote the Centre to maximise bookings, income and community use.
- Maintain booking systems, process enquiries and administer facility hire arrangements.
- Organise, promote and support Town Council events held at the Centre.
- Build relationships with local organisations, businesses and community groups to encourage new activities and services.
- Monitor income and expenditure and prepare regular management reports.

- Carry out opening and closing routines and undertake regular safety and condition checks of the building.
- Work with contractors and colleagues to ensure the building remains safe, well maintained and fit for purpose.
- Maintain the Centre's online presence and promote activities through marketing and publicity.

We are looking for someone who:

- Takes personal responsibility and pride in their work, and is committed to keeping the Centre clean, safe and running smoothly.
- Is happy to be hands-on, including undertaking cleaning and practical tasks, and leads by example.
- Possesses excellent customer service and communication skills.
- Is confident working independently and managing competing priorities.
- Has experience of administrative or financial processes such as invoicing, bookings or scheduling
- Has experience of marketing, promotion and developing community engagement.
- Can build positive relationships with a wide range of stakeholders.
- Understands health and safety responsibilities within a public facility.
- Is reliable and flexible

What We Offer

- The opportunity to make a real difference within the local community.
- A varied and rewarding role with significant responsibility.
- Trust and flexibility
- Local Government Pension Scheme.
- Ongoing training and professional development opportunities.
- Generous annual leave entitlement.

How to Apply

For an application pack, including the Job Description and Person Specification, please visit the Council's website www.buckingham-tc.gov.uk

To apply, the application form must be completed in full and shortlisting will be based only on the information provided on the form. CVs will not be accepted.

Closing Date: Monday 29th June 2026 @ 1pm

Interview Date: Week beginning 13th July 2026

Buckingham Town Council is committed to equality of opportunity and welcomes applications from all sections of the community. The successful applicant will be subject to references and any relevant pre-employment checks.

For further information or an informal discussion about the post, please contact the Deputy Town Clerk, Zo Taylor on 01280 816426.

Application packs are available to download via the website link above or by calling 01280 816426 and should be submitted either by post to:

Private and Confidential – Deputy Town Clerk
Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP

or by email to: deputytownclerk@buckingham-tc.gov.uk

Closing Date for Applications: Monday 29th June 2026 @ 1pm



Job Description

Post Title: Lace Hill Sports and Community Centre Coordinator

Accountable to: Deputy Town Clerk

Job Purpose:

- Take responsibility for the day-to-day management of the Lace Hill Sports and Community Centre (LHSCC).
- Ensure the Centre is clean, safe and welcoming at all times.
- Develop the business by identifying new opportunities for hire of the facilities by means of effective marketing, networking and advertising, and by working closely with other Town Council staff and representatives from local statutory, voluntary and commercial sector organisations
- Plan, attend, publicise and facilitate Town Council events at LHSCC
- Manage the Centre, its contractors and users in accordance with the parameters set by the Town Council
- Line-manage the Centre Caretaker and ensure the role is covered in their absence

1. Coordination

- Develop, implement and review procedures for the effective management of the Community Centre
- Promote the use of the Centre by, amongst other things, maintaining the website and social media
- Contribute to the development of the LHSCC management plan
- Encourage local services and activities to be run from the centre, i.e. open days, social events, advice services and meetings
- Prepare event management plans and other documentation for Town Council events and carry out risk assessments
- Liaise with staff, hirers and visitors to ensure the smooth running of the centre
- Deal with and respond to all enquiries made in person, by telephone, by letter and by e-mail
- Be flexible in the shift routine to cover peak occupancy times and to cover for holidays/sickness
- Prepare and provide reports as required, and attend Committee meetings as required



2. Health, Safety & Welfare

- Ensure the centre has an up to date User Induction Pack and procedures for using the Centre and that users understand their responsibilities
- Ensure a high standard of cleanliness is maintained at all times
- Exercise personal responsibilities under the Health and Safety at Work Act
- Undertake safeguarding training and act as the centre safeguarding officer
- Ensure that the building is fit for purpose, suitably maintained and safe for use
- Ensure the safe use and maintenance of Centre equipment
- Ensure the completion of accident/incident reports as required

3. Financial

- Take bookings for the facilities within the Centre and maintain the facility's booking system
- Take payments, prepare invoices and issue receipts for payments in accordance with the Town Council's regulations
- Maintain an inventory of Centre equipment
- Monitor and prepare regular reports of Centre income and expenditure

4. General Duties

- Use appropriate PPE and comply with Health and Safety
- Deal with the public in a polite and helpful manner
- Attend training courses in accordance with identified training requirements
- Other duties as the Council may require

Employee Declaration:

I have received, reviewed and understand the job description for Lace Hill Sports and Community Centre Coordinator. I further understand that I am responsible for the satisfactory execution of the functions as described.

Signed:	
Dated:	
Name:	



Person Specification

Post Title: Lace Hill Sports & Community Centre Coordinator

Accountable to: Deputy Town Clerk

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Experience of working in public facing/ customer service role Confident working with administrative systems, for example those used for invoicing, payments or bookings.	Management experience in a similar role	Application form Interview
QUALIFICATIONS/ TRAINING	Good general education with a minimum of 5 GCSEs, including Maths and English	2 A levels Fire safety	Application form
KNOWLEDGE & SKILLS	Good practical knowledge of Microsoft Office Report writing Organisational and customer service skills Able to use the internet and social media Excellent communication skills Confident, self-motivated, innovative, and able to work	Record keeping Knowledge of health & safety legislation and relevance to events at LHSCC	Application form Interview



	autonomously when required. Takes personal responsibility		
Practical & intellectual skills	<p>Able to work calmly under pressure and to tight deadlines</p> <p>Able to work both alone and harmoniously with staff and public</p> <p>Able to use initiative to anticipate problems and solve them</p>		Interview
DISPOSITION/ ATTITUDE	<p>A professional but friendly attitude and approach</p> <p>Flexible</p>		Interview
SPECIAL REQUIREMENTS	<p>Willing to work regular evenings, weekends and Bank Holidays, and attend the Centre at short notice</p> <p>Willing to undertake training as required, including safeguarding and first aid</p> <p>Required to consent to enhanced DBS check</p>		Application Form