

WHITCHURCH TOWN COUNCIL

VACANCY: OPERATIONS & ASSETS MANAGER

Could you be the person we're looking for to make a visible difference across our town, help shape, protect and improve Whitchurch Town Council's places and community assets, and take our Operational Teams to the next level?

Whitchurch Town Council is looking for a proactive, knowledgeable and customer-focused Operations and Assets Manager to lead the effective management and maintenance of its facilities, land and property portfolio. This is an exciting opportunity to combine hands-on operational leadership with strategic asset management in a role that directly supports the Council's priorities and the community it serves.

As Operations and Assets Manager, you will oversee day-to-day operations, coordinate maintenance activity and provide strategic oversight of the Council's assets. Working collaboratively with the Council's Proper Officer, you will develop and deliver projects aligned with the Council's vision, build productive relationships with tenants, users and occupiers, and ensure an excellent, customer-centred service.

Job Grade: SCP Range 28-32 (currently £40,444-£44,253 pa)

Contracted Hours: 37 per week (with occasional evening & weekend work)

Based at: Whitchurch Town Hall & Community Hub

Job Description: [Operations and Assets Manager Job Description](#)

Application Form:

[Employment Application Form PDF Version](#)

[Employment Application Form Word Version](#)

CLOSING DATE: FRIDAY 23RD OCTOBER 2026 (12 NOON)

INTERVIEWS: TBC

For a brief, confidential discussion before applying, please feel free to contact Mike McDonald, Proper Officer:

Tel: 01948 665761

Email: clerk@whitchurchtowncouncil.gov.uk