



EARLEY TOWN COUNCIL VACANCY

Committees Officer

**Are you looking for a role within the local community?
Do you have a high level of administrative and organisational skills?
Then this could be the role for you.**

**Salary Scale: SPC 15 - 19 per annum (£25,878 - £27,852)
plus Local Government Pension Scheme**

**37 hours per week
(reduced hours spread over 5 days would also be considered)**

The Town Council is seeking to appoint an organised and diligent Committees Officer.

Preparing agendas, attending meetings and taking minutes, the successful applicant will provide an effective support service to the Council's formal meetings and will work closely with the Town Clerk and Deputy Town Clerk. The postholder will also be required to provide administrative support to the Town Mayor including managing their diary.

Applicants must be able to demonstrate that they have relevant experience and possess sound organisational and administrative skills as well as being an effective communicator. The postholder will need to be confident in dealing with elected members, outside bodies and members of the public.

The position is based at the Town Council offices in Radstock Lane. Attendance at some evening meetings will be required for which time off in lieu will be given.

Closing date for receipt of applications: 12 noon, Monday 30th January 2023

Only completed application forms will be accepted, please do not send CVs.

An application pack is available on our website at: www.earley-tc.gov.uk.

Interviews will take place week commencing **6th February 2023**

For an informal discussion about the post contact Jo Friend, Town Clerk or Emma Carroll, Deputy Town Clerk, at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL, telephone 0118 986 8995 or email townclerk@earley-tc.gov.uk.

Earley Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.