



EARLEY TOWN COUNCIL

We're recruiting!

Committees Officer

Interested in a role within the local community?

Then this could be the job for you.

The Town Council is seeking to appoint a well organised person to be our Committees Officer.

This is a varied role which includes working closely with senior officers in preparing agendas and taking minutes at Council meetings. Training will be provided.

The role also involves managing the Town Mayor's diary and working with colleagues to ensure residents receive an excellent service from our Helpshop.

The successful applicant will demonstrate good organisational skills, as well as being an effective communicator, 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 and attendance at some evening meetings will be required for which time off in lieu will be given.

**Salary Scale: SCP 15 - 19 (£25,878 - £27,852 per annum)
plus generous local government pension scheme**

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

Closing date: 12 noon, Monday 27th February 2023

Interviews: week commencing 6th March 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.

For an informal discussion about the post contact Jo Friend, Town Clerk or Emma Carroll, Deputy Town Clerk on 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.