



EARLEY TOWN COUNCIL

Committees Officer

Application Pack



EARLEY TOWN COUNCIL

The Town of Earley

Since it was first mentioned in the Domesday Book, Earley has grown to become the largest town in Wokingham Borough with a population approaching 35,000. It's position, to the south east of Reading, means that it has excellent communication links with Reading and a fast train service to London. Much of Thames Valley Business Park, which houses a number of large well known businesses, is within the Town's boundaries. In recent years, the Town has been the subject of significant residential development, including the *Lower Earley Development* in the late 1980's/early 1990's which saw the building of around 9,000 additional dwellings.

The Council

Earley Town Council was created in 1974 following the reorganisation of Local Government. Following the disbanding of Berkshire County Council, Earley became the largest parish in the Wokingham Borough Council unitary authority area.

The residents are represented by 25 Councillors (covering 8 wards) each elected for a term of four years, the last elections being in May 2019.

The Town Council currently employs 18 full and part-time staff and has an annual turnover of around £1.5m.

The Council's Mission Statement is: -

"Earley Town Council will deliver services of the highest quality whilst providing value for money following the guiding principles of Best Value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough Council or other authorities as appropriate. The Town Council will act in the best interests of the residents of Earley and will conduct its business in an open and democratic manner."

Functions of the Town Council

The Town Council currently manages four community centres (Maiden Place Centre, Radstock Lane Centre, Silverdale and Centrepoint Community & Youth Centres) and the Town Council Offices, a former farm house, situated in Radstock Lane, Earley. In addition it owns Maiden Erlegh Park, which is a Local Nature Reserve and has an on-site teaching classroom, a cemetery at Mays Lane and an Allotment Site. It is also responsible for the management of parks and sports areas, including Sol Joel Park, an ancient woodland area and other open spaces.



Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

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

References may be taken up for all shortlisted candidates.

Please return forms either:

- via email marked Private & Confidential to townclerk@earley-tc.gov.uk
- or by post in a sealed envelope marked Private & Confidential to:
Jo Friend, Town Clerk, Earley Town Council, Council Offices, Radstock Lane, Earley, Reading, RG6 5UL.

The closing date for receipt of applications is **12 noon, Monday 27th February 2023**

Interviews will take place week commencing **6th March 2023**
(Interviews will be conducted in person)

For an informal discussion about the post contact Jo Friend, Town Clerk, or Emma Carroll, Deputy Town Clerk, by email townclerk@earley-tc.gov.uk or by telephone 0118 986 8995.

Application forms available on the Earley Town Council website www.earley-tc.gov.uk.

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



JOB DESCRIPTION

COMMITTEES OFFICER

Description of the Post:

To be responsible for the operation of the Council's democratic services. To be responsible for the Town Mayor's diary, to provide support to the Town Mayor and to be responsible for the organisation of the annual Town Mayor's Reception. Attendance at some evening meetings will be required.

Line Manager: The Town Clerk

Duties and Key Responsibilities:

DEMOCRATIC SERVICES

1. Provide an effective support service to Council, committee and appropriate working party meetings.
2. Prepare agendas and papers for Council meetings including working parties and the Town Electors meetings and circulate in accordance with statutory requirements / timescales and good practice.
3. Research and prepare reports for the meetings as required.
4. Attend Full Council and some committee meetings and prepare minutes, ensuring they are signed in accordance with statutory requirements and published on the Council's website.
5. Maintain records of agendas and minutes.
6. Action matters arising from the meetings attended as appropriate.
7. Keep the record of attendance at Council meetings.
8. Provide information and advice to Members following and in between meetings, as appropriate.
9. Responsible for inviting appropriate representatives from other organisations to the meetings and to develop and maintain good working relationships with external organisations, groups and service providers as appropriate.
10. Maintain and keep the register of Members' declaration of interests updated and liaise with the Monitoring Officer as required.
11. Support the Town Clerk in dealing with any matters relating to the Members' Code of Conduct.
12. Assist the Town Clerk and Deputy Town Clerk with arrangements for the Annual Town Electors' Meeting.



TOWN MAYOR SUPPORT

13. Responsible for the Town Mayor's diary - receiving invitations, liaising with the Town Mayor and Deputy Town Mayor with regards attendance and responding to invitations accordingly.
14. Ensure all relevant civic protocols are followed, including gaining the appropriate permissions for the wearing of the Mayoral regalia.
15. Providing administrative support to the Town Mayor and Deputy Town Mayor as required.
16. Following discussions with the Town Mayor, to be responsible for the ordering, signing and posting of the Town Mayor's Christmas cards.
17. Assist senior officers with the organisation of the annual Town Mayor's Reception. To liaise with the Town Mayor and to issue all invitations, deal with responses and to organise refreshments.
18. Arrange for the engraving of all Mayoral regalia to be done in a timely manner.
19. Arrange for the annual Mayoral photograph to be taken.

GENERAL

20. To monitor the Town Council's administration email account and deal with communications as appropriate.
21. To undertake main reception duties in the Helpshop as and when required - receiving incoming enquires and serving customers face to face.
22. To provide administrative support to the Senior Management Team, when required.
23. To undertake specific projects from time to time at the request of the management team or Council.
24. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post at the discretion of the Town Clerk.

THE FOLLOWING ADDITIONAL TASKS MAY BE UNDERTAKEN BY THE POSTHOLDER IF APPROPRIATE:

25. To be responsible for updating the Town Council website with news items, event information, documents etc.
26. To assist with the Town Council's social media.
27. Draft press releases and articles for the website and/or newsletter



PERSON SPECIFICATION

COMMITTEE OFFICER

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skills and experience meet some or all of them as the shortlisting decision will be based on our assessment of you against these criteria.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> ▪ Some understanding of democratic decision-making processes and the roles of elected members 	<ul style="list-style-type: none"> ▪ Knowledge of local government ▪ Knowledge of law and procedures relating to town council decision making ▪ Familiarity with Earley
Experience	<ul style="list-style-type: none"> ▪ Experience of servicing meetings, producing agendas, taking and producing minutes ▪ Experience of managing own workload and working to deadlines ▪ Track record of making a positive contribution to an organisation ▪ Experience of liaising with representatives of other organisations 	<ul style="list-style-type: none"> ▪ Experience of working with elected members or boards of directors ▪ Experience of dealing with ongoing multiple issues over a period of time
Skills and Abilities	<ul style="list-style-type: none"> ▪ Ability to present information effectively ▪ Good interpersonal and written skills and the ability to communicate at all levels ▪ Ability to manage committee and meeting processes with regard to timetables, deadlines and legal requirements ▪ Good organisational skills and the ability to manage and prioritise a variety of tasks and busy workload ▪ IT literate and competent user of standard Office programmes ▪ Ability to work accurately ▪ Ability to work on own initiative and to be self-motivating ▪ Ability to employ tact and discretion and maintain confidentiality where required to do so ▪ Ability to work as a member of a team 	
Qualifications	<ul style="list-style-type: none"> ▪ Good standard of education – preferably to A level or equivalent 	



Any other requirements to the post	<ul style="list-style-type: none">▪ Flexibility and a willingness to learn▪ Ability to work some evenings▪ Interest in serving a local community▪ A proactive approach to work▪ Politically impartial; operates with consistency and integrity	
------------------------------------	--	--



SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

Contract status:	Full-time, permanent (reduced hours split over 5 days would be considered)
Salary:	(SCP 15 – 19) £25,878- £27,852 paid monthly by BACS on the 15 th of the month (half in advance/half in arrears)
Probationary Period:	This post is subject to a probationary period of 26 weeks.
Place of Work:	Based at the Council's Offices but may be required to visit other sites
Working Hours:	37 hours per week (reduced hours split over 5 days would be considered) In addition, attendance at some evening meetings will be required for which time off in lieu will be given.
Leave Entitlement:	22 days per annum (increasing to 23 days per annum effective as of 1 st April 2023), plus two extra statutory days plus public holidays. Entitlement increases with length of service.
Continuous Service:	The continuity of Local Government service will be honoured.
Pension:	The Town Council offers automatic membership of a generous Local Government Pension Scheme (LGPS).
Benefits	The Town Council will sponsor any relevant job related training (subject to budget constraints).