



SAXMUNDHAM TOWN COUNCIL

JOB VACANCY

Applications are invited for the post of Deputy Town Clerk

This is an opportunity to play a key role in supporting the Town Clerk to take forward the strategy and policies of Saxmundham Town Council. The postholder will be an integral part of the team and will be responsible for a range of functions detailed in the Job Description.

The ideal candidate will be a highly organised and committed individual who is proactive, community minded, and has proven literacy and numeracy skills. A good working knowledge of Outlook, Excel and Word is essential. Familiarity with the relevant regulations covering the proper governance of the Town Council is desirable, but training and support to achieve the appropriate knowledge may be provided to the right candidate if required.

The postholder will act as Proper Officer in accordance with local government regulations in the absence of the Town Clerk.

This is a part-time position for 15 hours per week at the Town House, Station Approach, Saxmundham, IP17 1BW. A flexible approach is required as some evening work may be required.

Salary Scale LC2 SCP 22-24 which is £15.30 - £16.16 per hour depending on experience and qualifications. The Town Council also offers an opportunity to join the Nest pension scheme.

For a job description, person specification and application form, please visit the Town Council's website at www.saxmundham.org or contact the Town Clerk on 01728 604595 or townclerk@saxmundham-tc.org.uk

Deadlines for applications: Tuesday 21st November 2023 at 6:00 pm
Interviews will take place between 27th November and 1st December 2023 inclusive