

Saffron Walden Town Council  
The Town Hall  
Market Street  
Saffron Walden  
CB10 1HR



## **Office Administrator / Committee Clerk**

**Full Time 37 Hours per week**

**Salary scale 19 -24, £25,863 to £29,102 (incs 1.5% Local allowance)**

We are looking for an exceptional and experienced Organiser and Administrator to support the work of the Town Council.

Working within a small office-based team, the post will support the administrative duties of the Town Council providing assistance in the preparation of agendas, minutes and reports for meetings, often under tight deadlines. This is an exciting and varied role offering the opportunity to become involved within the local community and to support the work, events and activities of the Town Council. This position will suit someone who has the capacity and motivation to work independently and creatively.

The primary purpose of this post is to provide general administrative support and assistance to the Town Council, including specific support of the Council's Planning & Transport Committee. Whilst previous knowledge of planning would be desirable, it is not essential; a keen eye for detail and the ability to organise your own workload is more important.

The Town Council delivers a range of services to and for the local community and the postholder will be expected to work flexibly, imaginatively and in accordance with Town Council requirements and policies; this will include some out of hours attending evening meetings.

Application packs are available online at [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk) or alternatively please apply to:

Saffron Walden Town Council, The Town Hall, Saffron Walden, CB10 1HR.

Email [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk) or tel 01799 516501

CVs will not be accepted.

**Closing date for applications is: Monday 17<sup>th</sup> May 2021 at 12 Noon**