



## **MINEHEAD TOWN COUNCIL**

### **Assistant Clerk**

An opportunity has arisen to join Minehead Town Council in a key role.

We are looking for a proactive, enthusiastic, and highly motivated person to support the Town Clerk and Deputy Town Clerk. We are offering this as a career graded post with an opportunity to train to be the future Town Clerk to the Council. We are seeking an applicant who has the commitment and enthusiasm to develop a career in Local Government. The successful applicant must be willing to train and obtain the Certificate in Local Council Administration qualification.

Details:

- Location: Council Offices, 3 Summerland Road, Minehead
- Permanent position with 6 months' probationary period
- Hours – 37 hours per week, with regular evening work
- Salary Scale: SCP 24-32: £29,174 - £36,371

The package includes pension scheme, salary qualification increments, 25 days' holiday plus bank holidays, training to support you in your role and develop your career.

Applicants must be able to demonstrate that they have strong experience in administration management, the ability to understand local government law and procedure, competent IT skills and experience of managing or supervising staff. You will be a strong team player with strong organisational, interpersonal and communication skills.

Application packs can be downloaded from the Council's website or obtained by emailing the Town Clerk: [clerk@mineheadtowncouncil.co.uk](mailto:clerk@mineheadtowncouncil.co.uk)

Please note we can only accept applications submitted on the form, although you are welcome to include your CV with your application.

For an informal discussion about the role please contact the Town Clerk, Sam Rawle via email [clerk@mineheadtowncouncil.co.uk](mailto:clerk@mineheadtowncouncil.co.uk), or telephone 01643 707213.

**Closing date for applications: 5 pm Wednesday 20 July 2022**

Interviews will be held during the week commencing Monday 18 July 2022

**Minehead Town Council is committed to Equality of Opportunity and welcomes applications from all sections of the community**