



Role: Democratic Services and Administration Officer

Wage: SCP 14 (£22,462)

Full time (37 hours a week)

Location: Northampton Guildhall

Northampton Town Council is seeking a Democratic Services and Administration Officer to join our growing team. Located at the historic Guildhall, you will play a crucial role in the democratic process of what is the largest town council by population in the country. You will need to be flexible and enthusiastic and preferably have some knowledge and experience of local government. Working with the Town Clerk and Assistant Town Clerk your role will be primarily to support Council and committee meetings producing minutes and writing reports. The ability to work evenings will be essential for which you will be paid overtime or given time off in lieu. You will also be required to undertake administrative duties in the office such as procuring goods and services.

This is an exciting role in a new Council with the ability and opportunity to progress as the council evolves.

For an informal discussion about the role please contact the Town Clerk, Stuart Carter clerk@northamptontowncouncil.gov.uk 01604 349310.

To download an application pack go to <https://www.northamptontowncouncil.gov.uk/work-for-us>

Closing date for applications: 28 November 2021