

ADMINISTRATIVE SUPPORT ASSISTANT: COMMUNITIES & PLANNING



Full time – 37 hours per week

Salary scale 7-12 £24,294 to £26,421 per annum

An exciting opportunity has arisen for the role of 'Communities & Planning Administrative Support Assistant.'

Working within the Town Council's busy public-facing office in the Town Centre, the duties and responsibilities of this role will be varied to support the Councillors and Senior Management team in delivering the day-to-day functions of the Town Council.

We are looking for an enthusiastic and self-motivated team player to join a fantastic tight-knit team, to provide first-class administrative support to ensure efficient office operations.

Part of the role will require you to work with other stakeholders, community groups and event organisers both internal and external. This role will also be required to administer the Council's Planning function in its capacity as a statutory consultee, and will include attendance at meetings of the Climate, Biodiversity & Planning Committee which meet every three weeks on Tuesdays at 6pm to take the minutes of Councillor decisions, for public record.

The right candidate will need to have good communication and administration skills, as well as an awareness of the political environment and an ability to relate to elected members, be able to work independently as well as part of a team.

Applicants should have previous experience in a similar role and be able to have a flexible approach.

Benefits include: competitive salary, automatic enrolment into the Local Government Pension Scheme (subject to eligibility), cycle to work scheme, supportive working environment - access to Employee Assistance Programme. If you feel you are suitably qualified and able to meet the above criteria please download further information, and an application form, www.witney-tc.gov.uk.

For an informal discussion on the role please contact Adam Clapton, Deputy Town Clerk – adam.clapton@witney-tc.gov.uk or telephone 01993 704379.

Closing date for the receipt of applications is 9am Thursday 11th April 2024