



Town Mayor: Cllr J. Stilts

Town Clerk: Mrs J. Coleman

MALDON TOWN COUNCIL

Town Council Offices
Town Hall, Market Hill
Maldon

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Maldon Town Council has a vacancy for a part-time

ASSISTANT PROPER OFFICER

Salary Scale LC2 26-29 (£23866 - £26470) dependent on qualifications and experience. Local government Pension Scheme available. Hours of work are initially 15 hours per week, plus an additional 25 hours per annum to attend and minute Town Council meetings.

Maldon is a beautiful historic market town situated on the estuary of the River Blackwater in Essex, with a long and proud civic history. You will be providing support to the Town Clerk, as part of a small friendly team, and assisting in the administration of Council and Committee business. You will be closely involved in the organisation and management of civic and other town events run by the Council. Your role will be to support the Clerk, Councillors, liaise with members of staff, local authority officers, and members of the public as required.

You will deputise for the Town Clerk and in their absence be the senior administrative officer of the Council with responsibility for the day to day management of the council and its staff and the probity of the council in all financial matters. You will also provide holiday and absence meeting cover for the Planning Clerk and Environment Officer. A local government background would be beneficial. Excellent IT skills are essential, (Word, Excel, PowerPoint and Social Media), together with a knowledge of Wordpress to be able to maintain the Council's website.

A person specification, job description and application pack can be downloaded from the Town Council website, www.maldontowncouncil.gov.uk. Informal enquiries should be addressed to the Town Clerk, Jane Coleman (Contact details above). Interviews will be undertaken during the week of 5th November 2018

We are an Equal Opportunities Employer
Closing date for applications is noon on 31st October 2018