



Committee Administrator - Bognor Regis Town Council

Council: Bognor Regis Town Council

County: West Sussex

Salary: £22,571 to £24,432 (Scale point 12 -16) (pro rata)

Hours: 15 - 22.5 per week (subject to agreement, with flexible/hybrid working possible)

Closing Date: by no later than 9am on Monday 14th November 2022

Bognor Regis is a small seaside town with a population of c.27, 000 in the five wards of the town in the county of West Sussex. It is a very pleasant coastal town with many sites of historical interest nearby and is nationally recognised as being one of the sunniest towns in Great Britain.

Due to a staff retirement, a vacancy has arisen for the post of Committee Administrator.

The role is varied and will involve supporting the Committee Clerk with the preparation of agendas, reports and minutes, and providing administrative support at evening meetings. Please refer to the job description and person specification for more details.

The successful applicant will be an excellent communicator, both written and verbal, and be able to work on their own initiative when required. The ability to be well organised is required as is the skill to directly interact with members of the public. This customer-facing role will require the postholder to be flexible and adaptable, solving problems quickly and effectively whilst remaining calm under pressure.

The post is part time (15 - 22.5 hours per week, subject to agreement) and will primarily be based at the Town Council offices in the Town Hall, however, flexible/hybrid working is possible. Regular attendance at evenings meetings is a requirement, with time off in lieu.

We offer an excellent benefits package including competitive salary and local government pension scheme. As an employer we are committed to equality of opportunity for all our residents and staff and there may be future opportunities in line with the Council's policy on succession planning.

Application forms are available on the website: www.bognorregis.gov.uk or email bognortc@bognorregis.gov.uk or phone 01243 867744. Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.