



Committee Clerk - Bognor Regis Town Council

Council: Bognor Regis Town Council

County: West Sussex

Salary: £23,500 (Scale point 5) (pro rata £7,622) *

Hours: 12 hours per week

Closing Date: by no later than 9am on Friday 8th March 2024

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.

The Council has taken steps to make efficiencies by streamlining its committees and re-structuring the admin team that service these committees, for which some work will be undertaken by this new part-time position.

The ideal candidate will be an excellent communicator, with a positive 'can do' attitude, who can demonstrate strong governance and proven financial management skills. The successful candidate will support the Town Clerk's role as principal advisor to the Council through clerking the Environmental and Leisure Committee including setting up of the venue and attendance at meetings to include evenings.

Day to day activities will include: - managing committee and meeting processes regarding timetables, deadlines and statutory requirements; good organisational skills and the ability to manage and prioritise a variety of tasks and busy workload; attending meetings and preparation of agendas, reports and minutes; and the maintenance and monitoring of the committee budget and expenditure. This list is not exhaustive, 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, in this customer-facing role, with the confidence to speak at public meetings.

The post is part time (12 hours per week) and will be based at the Town Council offices in the Town Hall. The Environmental and Leisure Committee usually meet on a Monday evening, every other month, at which attendance is a requirement of this role, with the possibility of time off in lieu if necessary.

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.

**Pay award pending from April 2024*