



VACANCY

ASSISTANT TO AXBRIDGE TOWN CLERK

Council: Axbridge Town Council

County: Somerset

Salary: LC1 (Full Time Salary £17,772 – 20,138 (pro-rata part-time) depending on experience and qualifications

Applications are invited for an assistant to the Town Clerk. The successful candidate will play a key role in the administration of the council, assisting the clerk with correspondence, filing, administration of the cemetery and allotments and preparing for civic events. Key duties will involve maintaining the Council's website, with the integration of social media, and monitoring the work of contractors.

The ideal person will be sociable and affable; self-motivated and able to maintain good relationships with employees, council members, contractors and the public. A willingness to learn new skills would be welcome, as would an interest in the work of the council and the community.

This is a new post so will be for a fixed term of 1 year, 20 hours per month, plus holiday pay. The successful candidate will have an option to join the Local Government Pension Scheme.

Application forms and further details are available on the council's website: www.axbridge-tc.gov.uk/news.html or email: vicky.brice@axbridge-tc.gov.uk or tel. 07884 264033

Completed forms should be returned by 12 Noon on Monday 28th May 2018