



DROITWICH SPA TOWN COUNCIL

ASSISTANT TOWN CLERK – COMMUNITY & AMENITIES

37 hours per week

SCP 18 – 21 (Scale 4): Salary £18,070 – £20,138

The Council seeks an enthusiastic individual to assist the Town Clerk and to provide a dedicated resource for the Town Council's Community and Amenities Committee.

This is an important post in our small team of staff and we are keen to appoint an individual capable of working on their own initiative whilst also working as an enthusiastic team member.

It is envisaged that the successful candidate will be well presented, efficient, bright and self-motivated. Computer skills will be required, and although not a necessity, it is desirable to have previous demonstrable relevant experience, preferably within a local government environment. An ability and commitment to promote good communications with staff, councillors and the public is essential. The post is full-time, Monday to Friday but some additional evening and weekend work will be required.

Further details are available on the Town Council's website (home page) www.droitwichspa.gov.uk

Or from Pam Craney, Town Clerk
Town Council Offices, St Richard's House, Victoria Square, Droitwich Spa
WR9 8DS

Tel: 01905 774258

E-mail: pam.craney@droitwichspa.gov.uk

CVs alone will not be accepted

Closing date: Friday 16 February 2018 at 4pm

Interviews have been provisionally scheduled for 9 March 2018