



Snodland Town Council

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Snodland Town Council Senior Administration Officer

Snodland Town Council represents the town of Snodland, which is in the District of Tonbridge and Malling. It has an excellent road network with access to the M20 and M2. The town council is increasingly proactive and has a good balance between experienced and new councillors.

This post is an important and pivotal role within our small team, and we are keen to appoint an individual who is capable of working under their own initiative as well as working closely with the CEO.

It is envisaged that the successful candidate will be well presented, efficient, intellectually capable, self-motivated and an effective communicator. They will have demonstrable relevant experience, including qualifications. An ability and commitment to promote good relations with staff, councillors and members of the public is essential. They must also be motivated and community focused and possess sound communication and organisational skills.

The role includes the day-to-day administration and finances for the council. arrange, service and take minutes for formal meetings of the Council and its Committees; manage burials and memorials, administer the Council's Planning and Environment Committee and promptly deal with responses to the Borough Council; The Administration Officer will deputise and cover all duties of the CEO when she is absent from the office and will work closely with other staff, members of the council, other Statutory Bodies, Stakeholders, and members of the public.

The primary skills required are a high standard of numeracy and literacy together with well- developed IT skills. Experience with social media applications and website are also required. The ability to multi-task and effectively organise and prioritise are also essential skills. Tact, diplomacy and patience are often required to deal with queries and enquiries either by telephone, in writing or face-to-face. A confident and mature manner is essential together with an ability to work on one's own initiative and as part of a team. The person must be flexible and willing to work evenings and on occasions, weekends to assist with Council events. They must also be available to cover holidays and sickness.

Previous administrative and financial experience is essential. A background in local government would also be desirable.

The salary is paid in accordance with the National Joint Council (NJC) Pay Scales (SCP 18-22 £25419-£27514) (pro-rata £15457 - £16731). Local Government Pension Scheme. The post is based on a three day 22.5 hour week however due to the nature of Town Council business where evening work is required time off in lieu will be given.

Applicants should note that the Council reserves the right to interview and appoint a suitable candidate prior to the advertised deadline, and as such, early applications are welcome.

Further information is available on our website www.snodlandcouncil.co.uk or please email: enquiries@snodlandcouncil.co.uk or telephone 01634240228 to request an application pack, job description and person specification.

A letter of application should be completed with CV stating:

- Relevant experience and qualifications
- Why you are interested in the post
- Why you consider you are suitable for the post

The deadline for submitting the application is 12 noon Monday 16 May 2022