



# Snodland Town Council

Council Offices, Waghorn Road, Snodland, Kent, ME6 5BQ

Telephone : 01634 240228

Fax : 01634 246317

[www.snodlandcouncil.co.uk](http://www.snodlandcouncil.co.uk)

Email: [enquiries@snodlandcouncil.co.uk](mailto:enquiries@snodlandcouncil.co.uk)

## Senior Administration Officer Vacancy

Snodland Town Council is seeking a talented individual to fill the role of Senior Administration Officer, playing a crucial part in shaping the future of our community. With convenient access to both the M20 and M2, Snodland is an ideal location for those seeking a fulfilling career in local government.

Snodland Town Council is dedicated to serving our residents with excellence, fostering a culture of innovation and collaboration. As we continue to deliver positive outcomes for our community, we are seeking a passionate individual to join our close-knit team and contribute to this agenda. This post is for 30 hours a week, with hours predominantly worked within the week, including evenings when required for Council Meetings and Committees. The Council also run a few events each year which will require weekend working. We are happy to discuss flexible working arrangements with perspective candidates.

### Key Responsibilities

The role of the Senior Administration Officer is crucial in ensuring quality delivery of the Council's responsibilities, this will include:

- Efficiently overseeing the day-to-day administrative tasks and financial operations of the council.
- Coordinating and documenting formal meetings of the Council and its Committees.
- Overseeing burial and memorial services.
- Administering the Council's Planning and Environment Committee and handle responses to the Borough Council promptly.
- Act as a liaison between the council, external stakeholders, and the community, fostering positive relationships and promoting transparency.
- Provide leadership and guidance to junior administrative staff, promoting a culture of teamwork and continuous improvement.
- Act as a deputy for the CEO in their absence.

### Key Skills

- Well-presented with strong interpersonal skills.
- Demonstrable experience in administration and finance, preferably within a local government setting.
- Proficient in numeracy, literacy, and IT skills.
- Ability to multitask, prioritise effectively, and work under pressure.
- Excellent communication skills, both verbal and written.
- Familiarity with social media platforms and website management.

### Benefits

- Competitive salary in accordance with the National Joint Council (NJC) Pay Scales (SCP 18-23 £15.21-£16.67 per hour).
- Participation in the Local Government Pension Scheme.
- Flexible working hours with time off in lieu for evening and weekend work.
- On-site parking.
- Opportunities for professional development and growth in a varied environment.
- Being part of a supportive and proactive team.

## **Application Process**

If you are a motivated individual with a passion for community service and meet the qualifications outlined above, we encourage you to apply. To apply, please submit your CV and completed cover sheet outlining your suitability for the role to [enquiries@snodlandcouncil.co.uk](mailto:enquiries@snodlandcouncil.co.uk)

At Snodland Town Council, we believe in the power of a diverse and inclusive workforce. We welcome applications from individuals of all backgrounds and experiences. Join us in making a difference in our vibrant community!

The deadline for submitting applications is Wednesday 10<sup>th</sup> April. 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.