



Snodland Town Council

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Snodland Town Council Office Administrator

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 councillors and new councillors, all of whom are supportive and keen to contribute to the improvement of their town.

The town council are seeking to appoint a person who is highly motivated, able to work on his/her own initiative, and has excellent communication and time management skills to join their office team.

This position is a rare opportunity to join a dedicated team serving the local community, providing information and delivering services. The work will be varied, rewarding and challenging.

The role includes the day-to-day administration and finances for the council. The Office Administrator 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 to cover at an absolute minimum Word, Excel, PowerPoint and Publisher. Knowledge of Rialtas Suite desirable. 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 weekends on occasion to assist with Council events, and 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 1-5) £17842 - £19312 (pro-rata). Local Government Pension Scheme. Initially the person will be employed to work 15 hours per week over 2 days and to provide holiday and sickness cover with a view to increased days in the future.

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.

The deadline for submitting the application is Wednesday 30 June 2021.