



Office Clerk (15 Hours PT)

£11.50ph and eligible to join the LG Pension Scheme

Passionate about your community? Looking for a fresh challenge?

Burnham-on-Crouch Town Council is seeking an enthusiastic Office Clerk to join our team to ensure the smooth running and administration of the council officers. We are an ambitious Town Council serving the residents of our growing, lovely, riverside Town in the Maldon District.

Key requirements of this role:

- Good IT skills (Microsoft Word, Excel and Outlook)
- Accurate record keeping and administration
- A personable and friendly demeanour. This role involves day-to-day contact with the general public and community groups via email, phone and face-to-face.
- The ability to liaise with various stakeholders such as community groups, Maldon District Council, the Council, Town Warden and Chief Officer and any other person acting in the capacity of the Council.
- Dedicated, focussed with a 'can do' attitude and the ability to multi-task
- A belief in continuous improvement both personally and for the Council and willingness to undertake further training.

The role will be based at our council offices in Burnham-on-Crouch on Monday to Friday with a semi-flexible approach agreed in conjunction with the Chief Officer but on occasions this will include evening or weekend working.

Day-to-day duties are varied, so a flexible attitude and the ability to multi-task are essential.

Working with councillors, the public and community groups requires good communication skills, genuine empathy, perseverance and a commitment to providing a high-quality service.

Application deadline: 30 June 2022 (midday) For any enquiries and to request an application pack please contact the office at office@burnhamtowncouncil.com or phone 01621 783426. Interviews will be held on Friday 15th July with a start date of Monday 25th July (with a probational period of 6 months).