

## CULLOMPTON TOWN COUNCIL



### **Job Description: Committee Clerk and Project Officer (Fixed Term)**

**Position:** Committee Clerk and Project Officer (Fixed Term)

**Location:** Cullompton Town Council

**Type:** Fixed Term, Part-Time (1 year) or Full-Time (6 months) with the possibility of extension

**Hours:** To be agreed at interview

**Salary:** Spinal column points 18-22 (currently £29,269 - £31,364 pro rata) dependent on experience and qualifications

**About Us:** Cullompton Town Council is a vibrant and forward-thinking Town Council dedicated to serving our community. We are committed to enhancing the quality of life for our residents by promoting sustainable development, fostering community engagement, and ensuring transparent governance practices.

**Job Overview:** We are seeking a highly motivated and flexible individual to join our team as a Committee Clerk and Project Officer on a fixed-term basis. This role is pivotal in supporting the smooth functioning of council committees, managing projects, and contributing to the effective delivery of services to our community.

### **Key Responsibilities:**

- Serve as the point of contact for council committees, including scheduling meetings, aiding with the preparation of agendas, taking minutes, and following up on action items.
- Coordinate and support various projects and initiatives undertaken by the council, ensuring timelines, budgets, and quality standards are met.
- Conduct research, gather data, and prepare reports as required by the council or committees.
- Assist in the development and implementation of policies, procedures, and strategies to improve council operations and service delivery.

- Collaborate with internal teams, external stakeholders, and community members to facilitate communication and engagement on council matters.
- Maintain accurate records, files, and documentation related to committees, projects, and council activities.

**Qualifications and Skills:**

- Proven experience in administrative support, project management, or related roles. Local Government Experience would be desirable.
- Strong organisational skills with the ability to multitask and prioritize effectively in a fast-paced environment.
- Excellent written and verbal communication skills, including proficiency in preparing meeting agendas, minutes, and reports.
- Ability to work independently and collaboratively within a team, demonstrating flexibility and adaptability.
- Proficiency in MS Office Suite and experience with database management or document control systems is desirable.
- Knowledge of local government procedures or previous experience working with committees is an advantage.

**Benefits:**

- Competitive salary based on experience and qualifications.
- Flexible working hours to accommodate your requirements.
- Opportunities for professional development and training.
- Collaborative and inclusive work environment within a supportive team.
- Potential for extension or permanent placement based on performance and council needs.

**How to Apply:** If you are passionate about making a positive impact in your community and possess the skills and experience required for this role, we invite you to complete the application form outlining your suitability and interest in the position.

Applications can be sent via email to [town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)

The deadline for applications is 31st May.

Cullompton Town Council is an equal opportunity employer and welcomes applications from all qualified candidates. We thank all applicants for their interest; however, only those selected for an interview will be contacted.