



Manor House, Church Street, Littlehampton, West Sussex BN17 5EW
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Committee Assistant

Full time 37 hours per week
Monday – Thursday 8:30am – 5:00pm, Friday 8:30am – 4:30pm
NJC Scale 4 SPC 7 – 11 £20,092 - £21,748 p/a, (depending on experience)
£10.41p - £11.27 per hour (pay award pending)

Littlehampton Town Council is looking for an exceptional candidate to fulfil the new role of Committee Assistant.

The post holder will be in a varied and high paced job environment delivering support to the Assistant Town Clerk, Community Resources Officer and Administrative Team by providing a comprehensive service for the Council's Committee processes, including attending evening committee meetings, associated inter-agency groups and officer meetings.

As well as ensuring that Town Council's meetings are convened and serviced in accordance with statutory requirements, you will attend meetings, prepare minutes, accurately record the decisions taken and monitor their implementation. In addition, you will also provide administrative support for the Community Resources Portfolio notably in administering the Town Council's allotments and other projects as required.

A willingness to work flexibility and respond to requests for advice and assistance from the public, elected Members and colleagues on administrative, procedural, and constitutional matters is essential alongside a good understanding of local government democratic processes.

Good communication and ICT skills are also vital to ensure the role is undertaken effectively. The successful applicant will need to be organised, flexible, able to multi-task and respond well to changing priorities with excellent time management skills. They must be able to work on their own initiative and be committed to team working.

In return we can offer a starting salary of £20,092 rising to £21,748 p/a (depending on experience), 21 days annual leave, access to the Local Government Pension Scheme and discounted corporate membership at the Wave Leisure Centre in Littlehampton.

If you are interested in this varied and challenging role, we would welcome an application from you. Please refer to the Job Description and Person Specification.

For further information, contact Juliet Harris, Assistant Town Clerk.

Only completed application forms will be considered for this position and only applicants invited for interview will be contacted.

Closing Date: Monday 6th December 2021
Interviews: Thursday 16th December 2021
Proposed start date: As soon as possible