

OPEN SPACES ADMINISTRATIVE ASSISTANT

Recruitment information
September 2022



INVESTORS IN PEOPLE®
We invest in people Standard



Dear Applicant,

Thank you for your interest in applying for the role of **Open Spaces Administrative Assistant**.

The information provided is designed to give you more insight into the role and about our organisation. We expect all potential applicants to read this pack and hope it answers any questions you may have.

Please note that we only accept applications using our application form; this is tailored to each role and aims to ensure we get all the information from you that we need to be able shortlist for interview. Our shortlisting panel will only consider the information on the application form and will not read CVs or covering letters – so please ensure that the form contains all the information about you that you want to get across.

Completed application forms should be sent via email by 12 noon on 3rd October 2022 to:

townclerk@witham.gov.uk

I will always acknowledge receipt of an application so if you do not hear from me within 48 hours please give me a call. If you would like an informal discussion about the role and our organisation, or if you have any other questions please contact us on 01376 520627 or by email at the address above.

I look forward to receiving your application .

Yours faithfully,



Nikki Smith

Town Clerk

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ABOUT US

Witham Town Council is a statutory, local authority that consists of sixteen elected representatives, sitting for a four year term. The Council operates a system of standing and non-standing committees that manage local matters including management of local assets, promotion of community events, local outreach with key organisations and working closely with Essex Police on crime prevention and local safety.

We provide and manage a range of services for our community including allotment sites, open spaces such as the River Walk, James Cooke Woods, Whetmead Nature Reserve, Forest Road Allotments and the closed churchyard.

We run a programme of community events which include our Easter Quest, Witham Dog Show, Spooktacular Trail, and Christmas Fayre, along with a range of Mayoral fundraising events.

Our Operations team are well known locally and tackle a variety of jobs that keep the town looking great. As well as this we undertake numerous small projects to make Witham more special; from clearing up graffiti to bulb planting at Witham train station and even rescuing local wildlife.

Please look at our website for further details of who we are and what we do as both the councillors and staff are really proud to be part of Witham Town Council.



WORKING FOR THE TOWN COUNCIL



We know that our most important asset is our staff, and are committed to getting the best from each member by providing access to training and development throughout their time with us.

You will be a part of a small, close working team in the Town Council Offices in a shared office with your colleagues. The Town Clerk has an open-door policy, so all staff can feel comfortable approaching them for support and guidance at any time.

Our Council is part of the Mindful Employer initiative which provides employees with easy access to information, advice and local support to help support anyone experiencing stress, anxiety, depression and other mental health conditions. We have recently been awarded the Investors in People accreditation to prove our commitment to being the best employer that we possibly can.

Being part of the team means that as well as your regular work you will be involved in all types of events throughout the year as well as signposting residents to other organisations that can offer help and support.

In return for your hard work the council operates a flexible working policy to ensure that staff do not work for more hours than they are paid. This allows staff to build a credit that can be used whenever suits you or carried over to the next month. There is also the opportunity to work from home occasionally which is particularly useful when emergencies occur.

JOB DESCRIPTION

Salary Scale SCP 12 (£22,571 full time) 30 -37 hours per week (negotiable)
(Nationally agreed pay award pending)

Witham Town Council is seeking to appoint an Open Spaces Administrative Assistant to join a team of 12 staff in a proactive and forward thinking Town Council. Duties will include:

- To manage Town Council Risk Assessments
- Handle and respond to general public enquiries received by the Town Council.
- Respond to all queries raised by Town Councillors.
- Act as committee clerk to various advisory committees set up from time to time by the Town Council and manage these committees autonomously.
- Prepare agendas, reports and write minutes for advisory committees.
- Research various projects and agreements made by committee Members and action all votes held.
- To oversee the Town Council allotments.
- To oversee the Town Council Tree Maintenance programme.
- Management of Commemorative Bench and Dog Sponsorship Schemes
- To take ownership of new projects delegated by the Town Clerk and work as part of a team to deliver such projects.
- To provide support to the community team for delivery of civic and community events.
- Provide administrative support to the Open Spaces Team
- To take ownership of the Town Council Asset Register.
- Any other duties that may be deemed necessary from time to time by the Town Clerk, commensurate with the post.

This position would suit candidates looking to begin or advance a career in Local Government, with previous experience desirable but not essential as full training is provided. Benefits include inclusion in the Local Government Pension Scheme (LGPS), flexible working hours and additional leave for long service.

PERSON SPECIFICATION

The person specification is how we work out if you are the right person for the job. The essential criteria (E) are prerequisites for the job and you are unlikely to get an interview if you cannot demonstrate these. The desirable criteria (D) help make candidates stand out, but we will provide full training and development in these areas if required. The criteria are assessed through the application form to shortlist for interview and at the interview itself.

EXPERIENCE

- Can demonstrate managing conflicting deadlines (D)
- Previous experience of formal meetings (D)

EDUCATION AND TRAINING

- GCSE/O Level (or equivalent) at C or above in English and Mathematics (E)
- Educated to A-Level (or equivalent) or higher or relevant professional equivalent qualification (D)

PERSONAL ATTRIBUTES

- A flexible, enthusiastic and proactive approach to work (E)
- Ability to work occasional evenings and weekends as required (D)
- Ability to keep calm and measured (E)
- Ability to manage and prioritise a varied workload (E)
- Value the importance of community and the work of the town council (E)

SKILLS AND KNOWLEDGE

- Strong IT skills (D)
- Excellent written and verbal communication skills (E)
- Excellent interpersonal and presentation skills (E)
- Knowledge of Witham (D)

PRINCIPAL TERMS OF EMPLOYMENT

For information only as these will be confirmed in writing on the first day of employment-

Job Title- Open Spaces Administrative Assistant

Salary- SCP 11 £22,571 (full time)

Location– Witham Town Hall, 61 Newland Street, Witham

Holiday– 22 days annual leave plus bank holidays and 2 days extra over the Christmas period

Hours of Work- 30-37 hours per week (negotiable) from 9:00-5:00pm with a requirement to work occasional weekends or evenings which are compensated through our flexible working policy

Pension– You will be enrolled in the Essex Pension Fund

Probation Period– Six months

SELECTION PROCESS AND INTERVIEWS

The closing date for applications is 12 noon on Monday 3rd October 2022.

Candidates will then be short listed for interview based on how well you meet the essential and desirable attributes on the person specification. We will only use the information contained in the application form and will not consider CVs/covering letters.

You will be notified by the end of Tuesday 4th October 2022 if you have been chosen to interview.

Interviews will be held in the Town Hall on Thursday 13th October 2022.



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@town_Witham

