



Bexhill-on-Sea Town Council

A vacancy has arisen for the position of part-time Committee Administrator

Bexhill-on-Sea Town Council is seeking to appoint a part-time Committee Administrator to assist the Town Clerk and officers of the Town Council with a variety of administrative tasks and projects.

Working hours will be three days per week 8:30am-4:30pm Tuesday – Thursday with a half hour unpaid break.

The role will be 22.5 hours per week with the possibility of becoming a full time position in the future.

The ideal applicant will be enthusiastic about working in local government and keen to build a long-term career in the sector.

An application form is available on our website or by emailing:

town.clerk@bexhilltowncouncil.gov.uk

Tel: 01424 214248

The post is offered at point NJC SPC 7 £25,584 per annum pro rata (£15,558)

Applications should be submitted to the Town Clerk by 5 pm on Friday 15th August 2025.

JOB DESCRIPTION

Part-time Committee Administrator

Person Specification

Applicants should have the ability to manage time effectively and meet deadlines, especially around committee work.

Show an interest in how councils work and in supporting the democratic process.

Be comfortable working in a small, busy office environment and liaising with councillors, colleagues, and the public.

	Essential	Desirable
Education	Good general education with a minimum of 4 GCSEs to include maths and English grade 4 or above or equivalent (grade C)	
Skills and Knowledge	Good customer care skills	
	Basic IT skills – Microsoft word, excel etc	Be willing to learn and undertake training, including formal qualifications such as ILCA.
	Flexible team player with good interpersonal skills	
	Excellent communication skills both written and oral	
Personal Qualities	Ability to deal with a range of people in an impartial, diplomatic and professional manner	To be able to understand and explain complex regulations.
	Flexibility of approach, open to creative ways of working	
	Able to keep calm in stressful situations.	
	A polite and helpful manner	
	Ability to work quickly and under pressure	
	Ability to work alone and as part of a team	

Job Description

To provide administrative support to the Town Clerk and front of house services to the town council to ensure the efficient running of the town council offices. To use own initiative to carry out the specific responsibilities listed below, with minimal supervision. To deal with enquiries in the Town Clerk's absence from members of the public or council in person, via the telephone or by email. Hours of work are 22.5 hours per week initially with the possibility of growth in the future to a full-time role. Paid holiday is 23 days per year pro-rata plus bank holidays and two statutory days.

Specific Responsibilities

1. Manage the Mayor's Diary.
2. To carry out filing duties and maintain accurate records, both paper and digital, in line with the council's retention policy
3. To draft correspondence and documents on instruction from the Town Clerk.
4. To assist the Town Clerk with any other administrative tasks as and when required.
5. To assist the officers and staff with administrative task as and when required.
6. To produce Council/Committee Agendas, reports and meeting minutes.
7. To maintain an awareness of the activities of the council by reading the minutes as they are published.
8. To be aware of the policies of the council, as posted from time to time on the website. To implement policies as applicable to the work of the council.
9. To attend training courses or seminars to enhance the work and role of Committee Administrator as required by the council.

Application Procedure

Please complete the attached application form and return it to the Town Clerk either:

By post: 35 Western Road, Bexhill-on-Sea, TN40 1DU

Or

Via email: town.clerk@bexhilltowncouncil.gov.uk

Closing date for applications is 5 pm on 15th August 2025.