

Haywards Heath Town Council Job Description

Job Title:	Committee Clerk
Salary:	NJC spinal points 6 – 9 @ £23,893 to £25,119 per annum (18.5 hours pro rata £11,946.50)
Location of work:	Haywards Heath Town Hall
Responsible To:	Town Clerk
Hours of work:	18.5 hours to be worked primarily over 3 days. Requirement to attend evening meetings primarily on a Monday.
Annual Leave:	21 working days per annum plus Bank Holidays (pro rata).
Primary purpose and scope of the job: To provide an effective support service to Full Council, committees, and appropriate working groups.	
Working relationships: Members and officers of the Town Council at all levels, members of the public.	
Key Tasks: <ul style="list-style-type: none">• To be responsible for all matters associated with Full Council, all committees and all working groups.• To prepare agendas and reports for Full Council, committee meetings and working groups.• To attend and support the Town Clerk/Deputy Town Clerk at Full Council, committee meetings and working groups.• Post all agendas, minutes, and reports to the Haywards Heath Town Council Website and notice boards.• To support the Town Clerk with the production and review of Council policy documents.• To cover reception on days where front office staff are ill or on holiday.• Undertake such other duties as may be reasonably required within this post to support the operational needs of the service area and Council, including deputising for other members of staff during holiday, sickness absence when appropriate.• To assist with general administration tasks as directed by Town Clerk including filing; photocopying; typing letters, reports, other forms of record-keeping and ordering of office supplies.	
Requirements: <ul style="list-style-type: none">• A good understanding of vocabulary and grammar.• Good interpersonal skills and able to work well with elected Councillors and staff.• Good I.T. skills.• Good communication skills.• Experience taking minutes would be an advantage.	