

## VACANCY

### MINUTES SECRETARY / MEETINGS ADMINISTRATOR

#### **ADVERT**

CTC wishes to appoint a self-motivated, experienced and professional Minutes Secretary / Meetings Administrator for 16 hours a week, to assist the Clerk of the Council in their legal duties.

Administrative support as required, producing supporting documentation for meetings and the website, answering the telephone and assisting with general enquiries.

Meetings are currently held on Tuesday evenings and Thursday or Friday mornings.

The successful applicant will have experience in minute writing, preferably in a local government context, must have a high standard of English and be well-organised.

S/he must possess good customer service and IT skills as well as personal qualities of tact and diplomacy, and have an understanding of confidentiality.

Remuneration: SCP 18 - £24,982 (pro rata - £12.95 per hour)

Closing date: 5pm on Thursday 13 May. Shortlisted applicants will be required to produce a set of "test" minutes before interview.

For further details and an application form, please contact the Town Clerk, Hilary Elias on [info@costesseytc.org](mailto:info@costesseytc.org)