



**SOUTH WOODHAM FERRERS  
TOWN COUNCIL**

5<sup>th</sup> October 2017

Dear Sir/Madam

**Project Support Assistant**

Thank you for your interest in the above vacancy. We are pleased to enclose:

1. Job Description and Person Specification for the post
2. Outlined Conditions of Service
3. Application form

Information about South Woodham Ferrers Town Council is available on our website - [www.southwoodhamferrerstc.gov.uk](http://www.southwoodhamferrerstc.gov.uk).

If you wish to apply for this position please complete an application form by noon on Friday 3<sup>rd</sup> November 2017. If you have any queries or require assistance with completing the form please contact Town Clerk Karen Hawkes on 01245 429444. CV's will not be accepted.

Once again thank you for the interest you have shown in working for South Woodham Ferrers Town Council. We look forward to receiving your completed application.

Yours faithfully,

Karen Hawkes BSc (Hons)  
Town Clerk

# APPOINTMENT OF PROJECT SUPPORT ASSISTANT

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## **SECTION 1**

### **JOB DESCRIPTION**

Job Title:	Project Support Assistant
Grade:	SCP 20
Hours:	15 – 25 hours a week as directed by Town Clerk
Reporting to:	Town Clerk
Term:	1 year fixed term

#### **1. Main Purpose of the Job**

To provide support to the Town Clerk for Town Council projects.

#### **2. Duties and Responsibilities**

- a. Attend meetings of the Council and its Committees, Sub-Committees and Working Groups as required. This includes the provision of reports and information for meetings along with assistance with the production and distribution of Council agendas and minutes;
- b. To liaise with public, officers, elected members and agencies on the phone, in person and at events;
- c. Design leaflets, posters, and publicity material for Town Council projects;
- d. To produce displays and materials for interactive consultation events;
- e. Assist with the development of new projects and work to set deadlines;
- f. Liaise with members of the public, partnership organisations and elected members;
- g. To collate data from consultations, analyse results and present data in clear, presentable report for a range of audiences;
- h. To assist in research and analysis on specific topics to support the development and implementation of the project;
- i. Assist in the provision of information to the media on matters relating to Town Council projects;
- j. Monitoring of budgets relating to Town Council projects.
- k. Adhoc office duties as directed by Town Clerk

#### **3. Work Location**

You will normally be based at the Town Council Office at Champions Manor Hall, but you may be required to work from any other location within the Town should circumstances make it necessary.

#### **4. General Conditions**

a. This Job Description is subject to your Conditions of Employment which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made within the operation of the Town Council.

b. It will be necessary for you undertake training as required in line with your responsibilities

c. You will carry out your responsibilities with due regard to the Council's Equal Opportunities policy.

## SECTION 2

### PERSON SPECIFICATION PROJECT SUPPORT ASSISTANT

	ESSENTIAL	DESIRABLE
<b>Education/Qualifications</b>		
Good standard of education leading to a good level of literacy and numeracy	E	-
Completion of Further Education	-	D
<b>Knowledge</b>		
An understanding of Local Government democratic processes	-	D
<b>Experience</b>		
Good administrative experience in a service orientated organisation	E	-
Monitoring of budgets	-	D
Experience of using Microsoft Office, including Word & Excel	E	-
Analyse data and write reports	E	-
Design publicity material	E	-
Presentation skills at meetings and events	E	-
<b>Personal Qualities and Attributes</b>		
Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:		
Ability to relate to, and build relationships with people at all levels	E	-

Good verbal and written communication skills, with the ability to produce draft reports and presentations for Council meetings	E	-
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Excellent organisational skills, with the ability to prioritise work and meet deadlines	E	-
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Ability to welcome and adapt to changing priorities and circumstances	E	-
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Able to drive and use own transport for work purposes.	E	-
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### **Reliability**

A responsible and confident approach to work	E	-
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Ability to use computerised systems in the work environment	E	-
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Commitment to continuous self-development and a willingness to undertake further training as required	E	-
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If circumstances require occasional work outside normal working hours	E	-
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## Outline Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage. Generally, the terms and conditions of service are those determined by the NJC for Local Government Services with some local variations.

**PLACE OF WORK:** The normal place of work shall be the Town Council Offices in Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, Essex. Attendance at other locations both within and outside the town will be expected to complete the required role.

**HEALTH:** The successful applicant will be asked to complete a Placement Health Questionnaire, which is then assessed by the Council's Occupational Health Provider. The candidate may need to undergo a medical examination if the Occupational Health Clinician considers this necessary.

**HOURS:** Part time 15 – 25 hours as directed by the Town Clerk . You will be required to attend evening meetings and occasional weekend work.

**SICKNESS:** Statutory sick pay is available from the fourth day of sickness absence, if the postholder has been ill for at least four days and their average weekly earnings over the previous eight weeks are less than the lower earnings limit (£112 per week in 2015/16) in the last eight weeks.

**PENSION:** You will be entitled to join the Local Government Pension Scheme.

**NOTICE:** You will be required to give one month's written notice should you wish to terminate your employment. You will be entitled to receive one month's notice of termination of employment or your statutory entitlement, whichever is the greater.

**PROBATIONARY PERIOD:** The appointment is subject to a three months probationary period. During this period you will be expected to establish your suitability for the post. Your employment is subject to termination at any stage during the probationary period on you giving or receiving the appropriate notice under your terms of employment.

**SALARY:** Your salary will be based on the NJC Terms and conditions equivalent to scp 20. Salary will be paid by the 25 day of each month by bank transfer.



## SOUTH WOODHAM FERRERS TOWN COUNCIL

# Application Form

*Please complete in black ink and print where possible*

Position Applied for:  <b>Project Support Assistant</b>	Closing date:  <b>Noon on 3rd November 2017</b>
Surname:	First names and title:
Address:	Telephone:  Email:

Do you require a work permit to take up employment in the UK?

**Yes/No**

Do you hold a current clean driving licence?

**Yes/No**

Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974?

**Yes/No**

***If yes, please give full details.***

Where did you see/hear about this vacancy?





## **Education**

*(since age 11)*

<b>Date From/To</b>	<b>Name of School, College or University</b>	<b>Qualifications Gained</b>

## **Membership of professional bodies**

*Please provide details of any professional membership that may be relevant for your application.*

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## ***Experience and Knowledge***

*Please give your reasons for applying for this position, say what experience you feel you have which would enable you do it well. Please use a seperate sheet if necessary.*



## **Other Information**

*Please give details of any outside interests or other information which you feel will support your application.*

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## **References.**

*Please give the names and addresses of two referees. One should be your present or last employer if possible.*

<b>Referee 1</b>	<b>Referee 2</b>
Name	Name
Address	Address
May we approach them now? <b>Yes/No</b>	May we approach them now? <b>Yes/No</b>

The information supplied in this application form is accurate to the best of my knowledge.	
Signature:	Date:

***By signing and returning this application form you consent to South Woodham Ferrers Town Council using and keeping information about you provided by you – to be used solely in the recruitment process and will be retained for six months.***

Please return your completed application together with any other documentation requested to the Town Clerk Karen Hawkes by email [karen@southwoodhamferrers.gov.uk](mailto:karen@southwoodhamferrers.gov.uk) (preferred option) or post to Karen Hawkes South Woodham Ferrers Town Council, Champions Manor Hall, Hullbridge Road, South Woodham Ferrers, Essex CM3 5LJ.