



DEREHAM TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE	Temporary Town Council Officer Maternity Cover 9 months from 6 th July 2026 to 30 th April 2027
DATE ISSUED	April 2026
JOB PURPOSE	To ensure the efficient running and administration of council affairs.
RESPONSIBLE TO	The Town Clerk (Deputy Town Clerk in the absence of the Town Clerk) on behalf of Dereham Town Council.
LIAISON WITH	Other Council staff, members of the public and outside contractors.
MAIN RESPONSIBILITIES AND DUTIES.	<p style="text-align: center;">Town Council Officer</p> <p>General Administration - to assist in the various administrative and practical duties required within the main functions of the Town Council. To assist and to cover staff during holidays and sickness.</p> <p>To take responsibility, in consultation with the Clerk, for cemeteries and managing and maintaining the Memorial Hall website and social media pages.</p> <p>In addition to this specific responsibility the Officer will be allocated other responsibilities. These could include:</p> <ul style="list-style-type: none">• Preparation of agendas and minutes• Attending meetings• Managing and maintaining the Council website• Administering the Community Car Scheme• Organising cultural events• Administering allotment tenancies• Administering the markets• Sourcing and ordering equipment and consumables• To attend training courses as required <p>To take on any other duties commensurate with the grade.</p>

OTHER CONDITIONS	The appointment is subject to the scheme of conditions of service as agreed by the National Joint Council for Local Government Services as amended.
SALARY LEAVE WORKING HOURS	<p>Spine point 12 (£28,598) per annum (pro-rata for part-time). This is paid monthly into your bank account on 23rd of each month.</p> <p>23 days per year (pro-rata) plus bank holidays</p> <p>25 hrs per week. Core working hours will be Monday to Friday 9:30am – 2:30pm.</p> <p>A lunch break of 30 minutes will be taken when working more than 5 hours in any one day, this is to be taken between 1.00pm and 2.30pm on a rota basis. Lunch breaks of one hour or over would require prior consent.</p>
PENSION	Automatic enrolment with the Local Government Pension Scheme.