



Ashington Town Council
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Recruitment Pack – Applicant Information

Thank you for your interest in Ashington Town Council. We are delighted to share the enclosed information about role, and to provide a little background to the Council.

The Council

Ashington Town Council is one of 149 Town and Parish Councils in Northumberland. We are the third largest in terms of population, based on the most recent 2021 census (28,278).

Northumberland County Council is the Local Authority and is responsible for a number of statutory services. Ashington Town Council is the first tier of Local Government. We have a statutory duty to provide allotments, and in accordance with the powers available to us, we provide play areas, litter bins, public seats, bus shelters, Christmas lights, CCTV and deliver of town events.

The Town Council is working towards developing priorities that contribute to the following:

- Keeping the town's streets and estates clean and litter free.
- Taking urgent action to fight the effects of Climate Change.
- Supporting the community via events, engagement, and grant funding.
- Improving the environment by providing a pleasant and safe place to live.

The Council is made up of 18 elected members, also called [Town Councillors](#). We have an annually elected Chair, Vice-Chair, and have a Leader appointed by the majority political party. The Council also elects a Civic Head and Deputy Civic Head at their Annual Meeting each year.

The Staffing Team

I am the Clerk and Responsible Financial Officer of the Council, which is a statutory and legally appointed role. I am responsible for ensuring the Town Council operates legally, and I oversee the Council's administration and staff. I must ensure all decisions of the Council are carried out, and I have overall responsibility for the financial affairs of the Council.

Stephen Humphrey is the Council's Assets and Facilities Manager and is responsible for ensuring the assets of the Council are properly maintained, inspected, and accounted for. Stephen is supported by two Neighbourhood Services Officers, Mark Air and Ryan Appleby, who look after the assets and services of the Council.

Sharon Parmley is the Council's Communications and Engagement Officer, which is a new role that has paved the way for the role of Administration Assistant being advertised. Sharon will lead in ensuring the Town Council website and social media channels are updated, managing the Council's communications, and proactively engaging with stakeholders.

We are a small team who work diligently to execute the decisions of the Council, supporting each other and bringing ideas for improvement forward. We are a hardworking, dedicated, and friendly team, working in an environment where everyone is valued.

The Role – Administration Assistant

We are looking for an enthusiastic and proactive Administration Assistant to join our team of committed officers serving Ashington Town Council. Full details are in the attached job description.

Salary

£20,258 - £21,189 (SPC1 – 4) £10.53/hour - £11.03/hour (Pro Rata)

Hours of work

30 hours/week. Office hours, plus regular evening meetings (monthly), and occasional weekend working for events. *Flexible working and job share may be considered.*

Place of work

Town Hall, 65 Station Road, Ashington, NE63 8RX. *An element of homeworking may be considered, following successful completion of a probationary period.*

Other benefits

- ❖ National Terms and Conditions of Employment (NJC Green Book).
- ❖ Local Government Pension Scheme.
- ❖ In addition to the normal bank and public holidays, 25 working days' leave in each leave year (pro rata for part-time employees).
- ❖ 2 extra statutory days (the timing of these extra-statutory holidays will be by mutual arrangement and must be taken at times convenient to the Council).
- ❖ Commitment to ongoing training and development.
- ❖ Consideration of flexible working, following successful completion of a probationary period.
- ❖ Consideration of working from home, following successful completion of a probationary period.

How to apply

Please provide a covering letter and complete the enclosed application form. You are advised to review the job description and person specification in full before applying. You must complete all sections of the application form.

Covering letters and completed application forms can be posted to the address above, or emailed to sarah.eden@ashingtontowncouncil.gov.uk

Closing date and selection

The closing date for applications is 17th April 2023. All applicants will be acknowledged. Shortlisted applicants will be invited to interview w/c 24th April 2023.

If you have any questions, please contact me.

Enclosed

1. Job Description with Person Specification
2. Application Form