

# EPPING TOWN COUNCIL

## JOB VACANCY

- Post:** **ALLOTMENT AND ADMINISTRATION SECRETARY**
- Hours:** 21 per week (3 days a week to include Monday) 9am-5pm; lunch 12.30-1.30).
- Wage:** SCP 2 £20,441 (pro rata), per annum, plus London Weighting £951 per annum.
- Leave:** Annual Leave 21 days + 2 statutory days (pro rata).
- Pension:** Membership of the NEST (Govt) Pension Fund is available.
- Job role:** To work as part of a small team in a busy, friendly office. Epping Town Council currently employs 12 members of staff; 5 in the office team. The post holder will be responsible for the administration of the allotments, act as the key administrative support to the Town Clerk, offer administration support to the Town Supervisor and be a main point of contact for general enquiries including telephone, emails and face to face.
- Job location:** Epping Hall, St Johns Road (office based not remote)

### Duties include:

- Responsibility for the administration of Council's two allotment sites in Lower Bury Lane and Meadow Road.
- Supporting the Town Clerk with administration, correspondence, letter writing, proofreading and ad hoc projects and tasks.
- Acting as a main point of public contact (telephone, emails and face to face).
- Acting as a key administrator for the Town Supervisor.
- Dealing with posters for Council and community events.
- Dealing with ad hoc administration and tasks.
- Supporting Council at their events.
- Supporting the operations of the office and Council as a whole.

**Appointment:** Subject to the completion of a satisfactory six month probation period and good references.

The Town Council is responsible for the management of Epping Hall, Epping Cemetery, Jack Silley Pavilion, two allotment sites, six recreation grounds, Epping Market, Bakers Lane toilets, the Town Show, Christmas Market and Town Magazine.

The staff of the busy Town Council is small and this calls for a flexible attitude by all employees in order to ensure the smooth running of Council's business.

**Council will provide any necessary training and a supportive working environment to the successful candidate.**

**Contact:** [info@eppingtowncouncil.gov.uk](mailto:info@eppingtowncouncil.gov.uk) or **01992 579444** for an application pack. All staff are managed by the Town Clerk (Beverley Rumsey).

**Closing date: 10am on Monday 11th September 2023**