

**SIDMOUTH TOWN COUNCIL**

WOOLCOMBE HOUSE

WOOLCOMBE LANE

SIDMOUTH

DEVON

EX10 9BB

Telephone: 01395 512424

Email: [towncouncil@sidmouth.gov.uk](mailto:towncouncil@sidmouth.gov.uk)

Website: www.sidmouth.gov.uk

VAT Reg. No. 142 3103 24

**Vacancy Information**

Position: Planning and Committee Support Clerk  
Location: Sidmouth Town Council Offices, Sidmouth & Home working  
Starting salary: £24,054 (NJC SCP11) Part Time pro rata- 12 hrs week 1 / 16 hrs week 2  
  
Working Hours; 9am – 1pm   
Week 1: Tues, Wed, Thurs (possible evening meetings)   
Week2: Tues, Wed, Thurs, Fri (possible evening meetings)

Local Government Pension Scheme  
Job reference: 23/PC03

Sidmouth Town Council is the first tier of local government in the town of Sidmouth, a prestigious seaside resort on Devon’s Jurassic coast and the second largest of eight towns in East Devon. The Council is looking to recruit a Planning and Committee Support Clerk to undertake the interesting planning and environment related duties of the Council along with some project support work as required. Work includes the preparation of planning agendas and minutes and attendance at planning committees to present applications to Councillors working in close liaison with the Town Clerk along with other working group support.

We are ideally looking for someone with experience of local government and the planning system although this is not essential and training will be given. You will be responsible for the planning functions of the Council and be able to deal with day to day enquiries whilst working to a schedule of agendas, minutes and planning meetings. The post will also support the work of the Environment Committee and occasionally with some of the smaller working groups of the Council. The position is part-time on a two weekly pattern, though the ability to be flexible with working hours is also desirable. You must be able to work closely with a small key team of employees from both the office and home.

An application form is available as part of this pack and online at [www.sidmouth.gov.uk](http://www.sidmouth.gov.uk) or by contacting the Town Clerk, Sidmouth Town Council, Woolcombe House, Sidmouth, Devon EX10 9BB. Tel 01395 512424

Closing date: Noon on Friday 24 March 2023 and interviews will take place on Tuesday 28 March 2023.

Unfortunately, we do not have the resources to acknowledge receipt of applications, but if you have not heard from us within 3 weeks of the closing date, please assume you have not been successful on this occasion.

**Post title and number:** Planning and Committee Support Clerk (23/PC03)

**Grade & Salary:** £24,054 (NJC SCP11) Part Time Pro Rata

**Hours of work:** Week 1: Tues, Wed, Thurs 9am-1pm (12 hrs)  
Week 2: Tues, Wed, Thurs, Fri 9am-1pm (16 hrs)  
Some evening meetings

**Responsible to:** Town Clerk

**Responsible for:** No supervisory responsibility

**Job Purpose**

Preparation of planning agendas and minutes, attendance at Planning and Environment Committees and all planning related duties along with some support to other working groups. **Core Duties**Week one (3 days = 12 hours) Agenda week

• Prepare planning agendas – Type relevant information from applications received to formulate agenda. Extract history and all relevant documentation from EDDC’s website.

• Regularly check on EDDC website for updated information. Email agenda to all relevant persons.

• Download plans from EDDC website for presentation at Planning Meeting.

• Check Decision Notices and report.

• Brief Chair of Planning/Environment before meetings and ensure all paperwork & information is available.

• Further downloading of information as necessary

Week two (4 days = 16 hours + Meeting) Meeting and Minutes week

• Attend Planning meeting and present applications using laptop, drawings and maps. Take minutes of meeting.

• When necessary, summarise and present of letters of representation at meetings.

• Produce Minutes of meeting and liaise with Town Clerk.

• Where necessary produce decisions from meetings and liaise with Town Clerk.

• E-mail minutes to Members of the Town Council and other relevant persons and input consultation responses onto EDDC's website.

• Respond to letters of representation and any letters arising from items reported at Committee.

**Other duties**

• Front desk reception duties as necessary.

• Servicing of other smaller Committees of the Council as required by the Town Clerk.

• Cover reception duties on Reception Desk in times of annual leave / sick

• Cover in whatever way necessary when a member of staff is on annual leave / sick.

• Any other duties as required by the Town Clerk.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Category** | **Requirements** | **Essential/Desirable (E/D)** |
| **Education / Training** | * 5 GCSE’s or equivalent including English | E |
| **Knowledge** | * Excellent IT skills including use of MS Word and Outlook * Understanding of local government decision making processes * Understanding of planning system * Understanding of Committee Procedure | E  D   D  D |
| **Skills and Abilities** | * Accuracy and attention to details particularly when working to tight deadlines * Ability to draft standard and non-standard correspondence and other written material for people at different levels inside and outside the organisation * Ability to work on own initiative as well as part of a team * Ability to show strong appreciation of customer care skills * Confident communicator dealing with a variety of people * Able to work in a no smoking environment * Appreciation of, and sensitivity towards, all aspects of diversity and equality | E   E     E  E  E  E  E |
| **Experience** | * Committee servicing based experience including taking and drafting of minutes * Experience of dealing with customers on the telephone and in person in a busy environment * Experience of corresponding in writing with customers | D   E   E |

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**Sidmouth Town Council**

**Application for employment**

**Please type or write clearly in black ink. Use an additional sheet where necessary.**

**This form is available online at** [**www.sidmouth.gov.uk**](http://www.sidmouth.gov.uk)**.**

**Please sign and return (marked Confidential) to:   
The Town Clerk, Sidmouth Town Council, Woolcombe House, Woolcombe Lane, Sidmouth, Devon EX10 9BB or** [**townclerk@sidmouth.gov.uk**](mailto:townclerk@sidmouth.gov.uk)

**Post Applied For: Planning and Committee Clerk (23/PC03)**

**Last name**

**First names**

**Address**

**Email address**

**Telephone numbers**

Home:

Mobile:

**If you have a disability please tell us about any adjustments we may need to make to assist you with the selection process.**

**Education and training**

Please give details of qualifications achieved

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification**  **(type & subject)** | **Name of school, college, university, etc.** | **Grade/level attained** | **Date achieved (mm/yy)** |
|  |  |  |  |

**Membership of professional bodies**

|  |  |  |
| --- | --- | --- |
| **Name of professional body** | **Level of membership** | **Date achieved**  **Mm/yy** |
|  |  |  |

|  |
| --- |
| **Training:**  Please give details of any training you have undertaken that may be relevant to the position applied for.... |

**Employment History**

**Present employer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Name and address of employer** | **Post held and brief outline of duties** | **Present salary and scale/grade & reasons for leaving** |
|  |  |  |  |  |

**Previous employers –** Most recent first. Indicate any gaps in employment and indicate what you were doing in that time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Name and address of employer** | **Post held and brief outline of duties** | **Salary and scale/grade & reasons for leaving** |
|  |  |  |  |  |

**Please tell us why you consider you are a suitable candidate for this appointment by referring to the Person Specification.**

**Can continue on a separate sheet if necessary (max 500 words)**

**Outside interests (hobbies & sports, etc.):**

**Are you related to any council Member or employee?** (If so give details)

(NB Failure to disclose such a relationship and/or canvassing will disqualify)

**Rehabilitation of offenders**

Have you ever been convicted of or are you currently charged with any criminal offence?

Delete as appropriate  **YES / NO**

If YES please give details below

|  |  |  |
| --- | --- | --- |
| **Date of conviction** | **Offence** | **Sentence** |
|  |  |  |

**Referees**

Two references are required including one from your most recent employer.

|  |  |
| --- | --- |
| **First reference** | **Second reference** |

|  |  |
| --- | --- |
| Name | Name |

|  |  |
| --- | --- |
| Address | Address |

|  |  |
| --- | --- |
| Tel no. | Tel. No. |

|  |  |
| --- | --- |
| Email | Email |

|  |  |
| --- | --- |
| How long have they known you? | How long have they known you? |

|  |  |
| --- | --- |
| In what capacity? | In what capacity |

|  |  |
| --- | --- |
| Can the person be contacted prior to interview (please delete as appropriate)  Yes / no | Can the person be contacted prior to interview (please delete as appropriate)  Yes / no |

|  |
| --- |
| Notice to be given to terminate present employment? |

Please indicate where you saw the advertisement for this post:

**I can confirm that the information provided is correct to the best of my knowledge. I accept that providing deliberately false information could result in my dismissal.**

Signed................................................................................... Date..................................