



## Democratic Services Officer

### JOB SUMMARY

Contract Type: Permanent  
Working Pattern: Full time  
Deadline for applications on 28/2/2022 at 23:59  
Salary: £24,982 – £27,041  
Hours per week: 37 hours  
Employment Location: Northampton Guildhall

### FURTHER INFORMATION

Northampton Town Council is seeking a Democratic Services Officer to join our growing team. Located at the historic Guildhall, you will play a crucial role in the democratic process of what is the largest town council by population in the country.

This is a fantastic opportunity for you to be involved in a new local authority as it looks to establish itself, with the opportunity to help shape and guide it as the council moves forward.

You will need to be flexible and enthusiastic and preferably have some knowledge and experience of local government. Working with the Town Clerk and Assistant Town Clerk your role will be primarily to support Council and committee meetings producing minutes and writing reports as well as getting involved with the working groups who are tasked with delivering projects. The ability to work evenings will be essential for which you will be paid overtime or given time off in lieu.

In return you will get:

- Generous holiday entitlement (25 days going up to 30 after 5 years service) plus bank holidays
- Access to the Local Government Pension Scheme
- Training to support you in your role and develop your career
- Chance to help direct and shape a brand new council
- Opportunity to work in the historic Guildhall

For an informal discussion about the role please contact the Town Clerk, Stuart Carter  
[clerk@northamptontowncouncil.gov.uk](mailto:clerk@northamptontowncouncil.gov.uk) 01604 349310.

To download an application pack go to <https://www.northamptontowncouncil.gov.uk/democratic-services-officer.html>.

Closing date for applications: 28 February 2022

