



BRAUNTON PARISH COUNCIL

# THE BRAUNTON EXPRESS

July 2023

## ***Job Vacancy - Administrative Assistant***

**Salary:** SCP 4 (£11.01 per hour £21,189 FTE)

**Hours:** 17.5 hours per week, Monday-Friday 9.00-12.30

**Location:** Braunton Parish Council, Chaloners Road, Braunton EX33 2ES

Are you looking for a varied and challenging role where your great literacy, numeracy, keyboard and communication skills can add value to our small, but friendly and supportive team? Braunton Parish Council is seeking an experienced administrator who can provide excellent democratic support and deliver a range of quality administrative and customer focussed services. You will play a vital role in providing administrative support and co-ordination to ensure the smooth operation of the Council's activities.

The position requires:

- Proven administration experience
- Excellent organisational skills with ability to prioritise tasks to meet deadlines
- Strong written and verbal communications skills
- Proficiency in using standard office software
- Familiarity with social media platforms and website content management systems
- Ability to work independently and as part of a team
- Discretion and confidentiality in handling sensitive information

**Job pack available from:**

**Braunton Parish Council offices, Chaloners Road, Braunton, Devon, EX33 2ES or phone 01271 812131 or visit [www.brauntonparishcouncil.gov.uk](http://www.brauntonparishcouncil.gov.uk)**

**Closing date for completed Application Forms is 12pm Wednesday 5 July 2023**  
(Interviews anticipated w/c 10 July 2023)

# Notice of Vacancy

**Braunton Parish Council has one vacancy available to be filled by co-option following the resignation of a councillor.**

Braunton Parish Council intends to co-opt to fill this vacancy and invites applications from interested persons.

## **Are you interested in serving your local community?**

You must be either: British; A Commonwealth National; An Irish or European Union citizen;

You must be 18 years of age or over, and fulfil one or more of the following criteria:

- being on and remaining on the register of electors for the parish or, during the whole of the twelve months preceding the nomination;
- have lived in, worked in or lived within 3 miles of the parish boundary.

**The vacancy will be filled by co-option at the Parish Council meeting to be held on Tuesday 11 July 2023.**

Anyone who is interested in being co-opted should contact the Parish Clerk to request an Application Form.

The closing date for applications is Monday 3 July. All applications should be returned to the clerk to the council.

Please contact the clerk to council if you would like more information.  
[clerk@brauntonparishcouncil.gov.uk](mailto:clerk@brauntonparishcouncil.gov.uk) Tel: 01271 812131.

Braunton Parish Council



*Clerk's Office*

*Chaloners Road*

*Braunton*

*Devon, EX33 2ES*

*Phone: 01271 812131*

*Email: [info@brauntonparishcouncil.gov.uk](mailto:info@brauntonparishcouncil.gov.uk)*

*Web: [www.brauntonparishcouncil.gov.uk](http://www.brauntonparishcouncil.gov.uk)*

*Facebook.com/BrauntonParishCouncil*

*Twitter: @brauntonparish*

*Hours: 09:00 - 12:00 Monday - Friday*

Tracey Lovell, Clerk to the Council  
Angela Corner, Senior Council Officer

## Meeting Calendar 2023

Full Council meetings are now being held back in the Council Chamber and additional meetings, to primarily consider planning applications, are being held virtually.

**Full Council Meeting, 7pm  
Tuesday 11 July 2023**

**Additional Council Meeting, 7pm  
Monday 24 July 2023**

