

Saltash Town Council



Join Our Team – Administrative Assistant

Part time: 20 hours per week / NJC range 7 - 9 (£26,403 - £27,254) pro rata

Why join Saltash Town Council:

We are a supportive and community-focused workplace where your wellbeing and professional growth are valued. We offer:

- Local Government Pension Scheme employer contribution for 2025-26: 19.5%
- Accredited Living Wage Employer
- Competitive pay aligned with the National Joint Council (NJC)
- 24 days annual leave plus bank holidays pro rata
- Additional 4 days annual leave after five years of service pro rata
- Ongoing training and development opportunities
- Health care insurance
- Bright Exchange discounts and offers
- A supportive sickness absence policy
- We believe balance drives performance. That's why we're committed to flexible working arrangements including hybrid working that support your wellbeing while ensuring the smooth and effective delivery of Council services (where appropriate for the role)

Purpose of the role:

Saltash Town Council is seeking a motivated highly organised and proactive Administrative Assistant to support the Service Delivery Manager with day-to-day operations, communications, and administrative tasks, helping ensure the department runs smoothly and efficiently.

This is a fantastic opportunity to play a key role in supporting Saltash Town Council's property, land, equipment and services while developing your skills in a dynamic and supportive environment.

The ideal candidate will:

- Be able to consistently meet deadlines and follow through on tasks
- Be trusted to handle responsibilities with minimal supervision
- Be able to adopt to changing priorities
- Understand and follow internal policies, procedures and compliance requirements
- Be someone who likes to play a crucial role in keeping operations smooth and organised
- Take proactive steps to improve processes or solve problems

Contract:

Monday – Friday 0930-1330 hours

Location:

Longstone Depot, Saltash

Saltash Town Council



How to Apply:

Applications will only be accepted on the official Town Council application form which includes space for a supporting statement of 750 to 1000 words, please read and understand the Job Description and Person Specification thoroughly as this is what your written evidence will be assessed against.

Share with us what makes you suited to this role and why, what you can do and the skills you have that are transferable to the key requirements, and the life experience or passion you have that are linked to this role.

CV's or previous applications will not be accepted.

Refer to the Town Council [website](#) to download the application form and supporting documents relating to this role.

Please contact judy@hrsupportconsultancy.co.uk or telephone 01822 870270 if you would like to discuss the role prior to completing the application form and submitting directly to judy@hrsupportconsultancy.co.uk

Interview:

Shortlisted candidates will be invited to a face-to-face interview where you will be asked to deliver a short 10-minute task designed to assess your ability in communication, spelling and grammar. This, along with a number of questions will be used to assess your suitability for the role.

Selection and Feedback:

We will notify you if you have been shortlisted for interview. Feedback will only be provided following an interview.

Closing Date:

Tuesday 23 September at 12 noon. However, please feel free to apply as soon as possible, applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Thank you for your interest in this role.