

# Saltash Town Council



**Join Our Team – Planning and General Administrator**  
**Full time: 37 hours per week / NJC range 10-12 (£27,694 - £28,598)**

## **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
- Additional 4 days annual leave after five years of service
- 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:**

Are you a detail-oriented and organised professional with a passion for public service? Do you thrive in a busy office environment and enjoy supporting a wide range of administrative functions? If so, Saltash Town Council would love to hear from you!

Saltash Town Council is looking for a Planning and General Administrator to play a key role in supporting our Administration Team. This is a varied and rewarding position where you'll be the first point of contact for visitors and enquiries, assist with planning administration, support committee meetings, and help ensure the smooth running of our front office and civic duties.

You'll help ensure the smooth and efficient day-to-day operations of the Town Council by assisting with a variety of administrative duties and responsibilities whilst being part of a team that makes a real difference in the local community.

## **The ideal candidate will:**

- Be an experienced Administrator with strong organisational and multitasking skills.
- Be an excellent communicator, both written and verbal, with a professional and welcoming manner.
- Be detail-oriented and capable of handling sensitive records (e.g., burial registers).
- Be a team player who collaborates well with colleagues and stakeholders.
- Be flexible and reliable, able to attend evening meetings and adapt to changing duties.

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**Contract:**

Full-time employment - 37 hours per week, typically Monday to Friday 9am to 5pm with additional responsibilities that include attending evening Town Council Committee meetings and Civic Events as required.

**Location:**

The Guildhall, Saltash, Cornwall

**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](mailto: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](mailto:judy@hrsupportconsultancy.co.uk)

**Interview:**

Shortlisted candidates will be invited to a face-to-face interview where you will be asked to complete a short 15-minute task designed to assess your ability to select the relevant information and present it in the template in a clear manner. This, along with a number of questions will be used to assess your suitability for the role.

To help you prepare and settle into the interview you will be sent further details 3 clear working days prior to your interview.

**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.