

HEDON TOWN COUNCIL

invite applications for the position of

ADMIN OFFICER

This is a post of 78 hours per month (18 hrs per week), and the successful applicant will be required to work three days per week from the Town Hall, usually Wednesday, Thursday and Friday. The role includes some evening and weekend work.

Duties will include, but not be restricted to, providing administration and IT support to the Town Clerk; and admin duties for the Mayor of Hedon.

Candidates should have excellent organisation skills and be proficient in the use of Microsoft office, good knowledge of IT/websites and social media. Candidates will be expected to interact with members of the public and should be able to communicate appropriately at all levels.

The post is subject to a six month probationary period.

Salary is according to the NJC pay scale SCP 8 (£25,992 to £26,824 pro rata)

The successful candidate will also be able to join the local government pension scheme.

For an application form, job description and person specification please e-mail townclerk@hedon.gov.uk

Or, alternatively, the above information can be found on the Council's website www.hedontowncouncil.gov.uk

Closing date: Friday 21 August 2026 – interviews date to be arranged

Hedon Town Council is an Equal Opportunities Employer