



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Job Vacancy

For further details and an application pack:

Website: www.houghtonregis.-tc.gov.uk
Email: info@houghtonregis-tc.gov.uk
Telephone: 01582 708540

Closing date for applications is 20th December 2024

Support Officer (Community)

Maternity Cover

25 hours per week Temporary - Maternity Cover SCP 14-17 £28,264 – £30,060 *pro-rata*

An exciting opportunity awaits a passionate, energetic, and enthusiastic individual to join the established team at Houghton Regis Town Council for a maternity cover position.

The position is offered with excellent terms and conditions of employment including access to the Local Government Pension Scheme. This fixed-term contract will cover the duration of maternity leave.

The Search

We are looking for an experienced, self-motivated, and detail-oriented support officer to provide maternity cover within our council team. The ideal candidate will bring a proactive approach, a strong commitment to excellence, and the organisational skills needed to help us maintain an outstanding level of service to our community during this temporary appointment.

The Team

Houghton Regis Town Council offers their employees the tools and training to complete their work efficiently. Our dedicated team of officers are proactive and able to make informed decisions based on industry knowledge and expertise. They are self-starters who are able to manage their time effectively and work with others collaboratively, using excellent communication skills to develop effective working relationships with colleagues, contractors and, most importantly, our residents and councillors.

The Applicant

The successful applicant for this maternity cover role will bring strong attention to detail, an ability to work methodically under pressure, and a commitment to supporting both colleagues and the wider council. Essential experience includes a solid understanding of MS Office applications (Word, Teams, and Excel). As a confident communicator who is highly organised, you will be adept at prioritising tasks effectively and staying calm under pressure. This temporary position calls for initiative, strong teamwork skills, and a willingness to embrace change as required.

CV's will not be accepted.

Please note that no terminology in this advert is intended to discriminate on the grounds of a person's gender, marital status, race, religion colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and ability to perform the duties of the job