



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Job Vacancies

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 **22nd November 2024**

Support Officer (Civic & Events)

25 hours per week

Permanent

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 in this new role.

The position is offered with excellent terms and conditions of employment including access to the Local Government Pension Scheme and generous annual leave entitlement.

The Search

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

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 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 MS Office application (Word, Teams, and Excel). As a confident communicator who is highly organised, will be adept at prioritising tasks effectively and staying calm under pressure. This role 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