



**ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

**VACANCY FOR THE POST OF**

**COMMITTEE OFFICER**

**(36 hours per week)**

**Starting salary subject to experience**

**c.£24,920**

**(Equivalent NJC scale 17)**

The Council is seeking to appoint a Committee Officer commencing in Summer 2022.

Duties include preparing agendas, minutes and reports for meetings under the direction of the Town Clerk, dealing with correspondence and taking appropriate actions arising from meetings. The postholder will also help to facilitate the Council's website, record meetings and act to ensure that Council information is published online/social media. Attendance at evening meetings will be required.

The post is eligible for inclusion in Local Government Pension Scheme.

**Closing date for the receipt of applications is 31 May, with interviews planned for Thursday 9 June 2022.**

**Applications welcomed by CV and covering letter only. By post or email [clerk@ebtc.org.uk](mailto:clerk@ebtc.org.uk)**

**For a Job Description and Person Specification or any further details please contact:**

**Elstree and Borehamwood Town Council, Fairway Hall, Brook Close, Borehamwood, Herts, WD6 5BT, Telephone 0208 207 1382 or visit the Council's website at [www.elstreeborehamwood-tc.gov.uk](http://www.elstreeborehamwood-tc.gov.uk)**

*Elstree and Borehamwood Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.*