



Budleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust
Council Offices, Station Road
Budleigh Salterton
Devon, EX9 6RJ
T: 01395 442245

E: office@budleighsaltertontowncouncil.gov.uk

Job Title: Assistant to the Town Clerk

Responsible to: Town Clerk

Location: Council Offices, Budleigh Salterton

Hours: 20 hours per week, typically across 5 days

Contract: Fixed-term contract for 18 months (aligned with the current Council term ending May 2027)

Salary: £26824.00 per annum, pro rata.

Application forms are available on the BSTC website.

Role Purpose

The Council Officer will play a crucial support role in the smooth and effective operation of the Town Council. Working closely with the Town Clerk, the postholder will support the Council's administration, projects, facilities and communications. There will be a strong focus on supporting the Public Hall and Norman Centre plus Public Toilets, their functions and day-to-day operation, including bookings, event coordination and liaison with caretaking staff and

This Job Description will be reviewed periodically and may be updated to reflect the changing needs of the Council.

Key Responsibilities

Council Operations (c. 40% of the role)

The role holder will support the Town Clerk with:

- Administrative duties and ensuring requirements and procedures are followed.
- Managing and coordinating work arising from council committees.
- Preparing and publishing agendas for Planning Committee meetings in accordance with statutory notice requirements.
- Taking minutes and recording follow-up actions on behalf of the Town Clerk, occasionally.
- Implementing decisions of the Council as directed by the Town Clerk.
- Drafting correspondence, reports and documentation on behalf of the Town Clerk, when required.

Community Facilities (c. 60% of the role)

The role holder will be responsible for the day-to-day operation of council owned community facilities including the Public Hall, Norman Centre and Station Road Public Toilets.

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Version 1.0 | Issued March 2026 | Review March 2027



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- coordinating upkeep, maintenance and statutory obligations. administering bookings, coordinating events and activities, promoting community use of the facilities, and acting as a point of contact for hirers and local groups.
- Liaising with caretaking staff to ensure the buildings are well maintained, safe, and prepared for scheduled use, and will support initiatives to increase occupancy and maximise the benefit of these facilities for residents and community organisations.
- Organising, promoting and supporting council events as directed by the Town Clerk.

Anticipated tasks overview

Council Operations

- Assist in responding to issues arising within the town on behalf of the Town Clerk.
- Carry out general administrative and clerical duties as required.
- Provide cover for the Town Clerk when necessary, including preparing for and attending council meetings.

Communications and Digital Presence

- Maintain and update the Town Council website.
- Maintain and update the Public Hall Facebook page and other communication channels as required.

Community Gardens Administration

- Maintain records of Community Garden tenants and administer the waiting list.
- Process invoices relating to Community Garden tenancies.

General Duties

- Carry out such other administrative or clerical duties as may be required from time to time in support of the Town Council.
- Attend evening council or committee meetings where required.

Training

- To participate in required training

This Job Description outlines the main duties and responsibilities of the role and is not intended to be exhaustive. It will be reviewed periodically and may be updated to reflect the evolving needs and priorities of the Council.

The Council is a small organisation, and the successful candidate will be expected to adopt a flexible approach and undertake a range of duties to support the effective delivery of council services.

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Person Specification

Post: Assistant to the Town Clerk

The successful candidate will demonstrate the following skills, experience and personal qualities.

Essential Skills and Experience

Administrative Experience

- Experience working in an administrative or office environment.
- Ability to organise and manage records
- Experience supporting general office functions, including correspondence, document preparation and scheduling.

IT Skills

- Strong working knowledge of Microsoft Office applications including Word, Excel and Outlook.
- Confident use of email, internet systems and general office technology.
- Experience updating websites and using social media platforms.

Communication Skills

- Excellent written and verbal communication skills.
- Ability to communicate clearly and professionally with councillors, colleagues, contractors and members of the public.
- Ability to prepare professional written material, including correspondence, agendas, minutes and reports.

Organisation and Time Management

- Strong organisational and time management skills, with the ability to prioritise tasks and manage a varied workload.
- Ability to work independently and meet deadlines.
- High level of accuracy and attention to detail.

Customer Service and Community Engagement

- Experience in a public-facing role providing excellent customer service.
- Ability to work positively with residents, community groups and facility users.

Facilities and Event Support

- Ability to assist with the organisation and coordination of events, bookings or community activities.
- Experience liaising with contractors, staff or facility users to ensure smooth operation of community facilities.

Confidentiality and Professional Conduct

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- Ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Ability to act impartially and professionally in all dealings.

Flexibility

- Willingness to work flexibly, including attending evening meetings or community events as required (occasional).

Personal Qualities

- Independent self-starter with a high level of personal motivation.
- Ability to self-manage workloads and work effectively both independently and as part of a team.
- Strong attention to detail and commitment to accuracy.
- Approachable, diplomatic, tactful and professional in dealings with all stakeholders.
- Proactive and able to identify solutions to problems.
- Committed to ongoing professional development.

Desirable Skills and Experience

- Local Government Knowledge
- Understanding of the legal framework, responsibilities and statutory duties within which Town or Parish Councils operate.

Facilities and Venue Management

- Experience supporting the management or administration of community buildings, halls or public facilities.
- Experience managing bookings, coordinating building use, or liaising with hirers.
- Understanding of health and safety considerations relating to public buildings and events.

Meeting Administration

- Experience servicing meetings or committees, including agenda preparation and minute taking.

Financial Administration

- Experience with basic financial procedures, including processing invoices, managing petty cash, or monitoring simple budgets.