



3 Cricklade Court, Cricklade Street
Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/democratic-services-officer>

Democratic Services Officer

Description

Our client is looking for two able and resourceful Democratic Services / project officers / business administrators for its Governance & Democratic Services Team.

The posts cover a number of key business support and project management activities at the centre of the Council and will include supporting 110 elected members, civic office and events, a wide range of democratic arrangements and providing governance advice to the wider organisation.

2-3 days in office and remainder working from home.

Responsibilities

Responsibilities will be varied and you will have the opportunity to develop new skills.

You will:

- Manage projects such as member training and development programmes, Members IT support, multi agency partnership working, webcasting meetings
- Support committee meetings and informal meetings involving elected members and officers
- Arrange other support necessary to enable elected members to carry out their roles effectively

Qualifications

Your inter-personal and organisational skills will be very good and you will have a 'can do' approach to getting things done.

Applicants ideally will have prior experience of local government democratic arrangements.

You must have significant office administration and business support experience.

Contacts



Telephone: 01793 467140

Email: mail@coepi.uk

Date posted

17 July 2023

Reference

CR989474

Base Salary

£ 12.75

Job Location

TA1 4DY, Taunton and working from home

Working Hours

9am to 5.30pm, Monday to Friday

Beginning of employment

24th July 2023

Duration of employment

5 months

Employment Type

Full-time