

# Dawlish Town Council

## VACANCIES

### Town Clerk & Proper Officer



37 HOURS PER WEEK  
Salary Scale £38,237 to £41,025

An excellent communicator, ideally CiLCA qualified, with 5 years senior management experience to ensure the council operates efficiently and lawfully, to manage a small team of staff, projects and council property.

To take the minutes at regular evening meetings and advise councillors on procedure.

## Part-time Administration Officer

Salary Scale £18,746 to £20,661  
(Full time equivalent)

25 HOURS PER WEEK, CORE TIME  
9.30am to 1.30pm Monday to Friday

An experienced administrator with excellent customer service skills is needed to provide a front-of-house service to customers of the council.

*Closing Date for both applications – 27th October 2017*

Application packs can be obtained by emailing [townclerk@dawlish.gov.uk](mailto:townclerk@dawlish.gov.uk) or by writing to Dawlish Town Council, The Manor House Old Town Street, Dawlish EX7 9AP