

GENERAL REQUIREMENTS

Administrative & Democratic Support Officer

Salary

The post is graded on an incremental scale, subject to satisfactory performance, as follows;

Grade 3 (pay award pending)

SCP 5	£ 24, 790
SCP 6	£ 25, 183
SCP 7	£ 25, 584

Permanent Contract

Terms and Conditions

The appointment will be subject to the terms and conditions laid down in the NJC for Local Government Services as supplemented by local agreements and by the rules of the organisation.

There is a specific requirement for the post holder to have, or to achieve within 2.5 years of completing the probationary period, successful completion of the ADSO Certificate in Democratic Knowledge or other alternative Council approved professional qualification, if not already held at the time of appointment.

Annual Leave

The post attracts an annual leave entitlement of 23 days per year plus Bank and Public holidays. This increases to 26 days after 5 years' service.

Pensions

Tavistock Town Council is an "Admitted Body" to the Local Government Career Average Pension Scheme.

Location

The post will be based in Tavistock Town Council's Office in Drake Road, Tavistock.

Probationary Period

The appointment is subject to a six-month probationary period.

Notice to Terminate Employment

The post holder is required to give 1 month's notice of the termination of their employment. The minimum period of notice to which the post holder is entitled is one

month, increasing after four years' service by one week for every subsequent year up to a maximum of 12 weeks.

Interview Date

It is anticipated that Interviews will be held on Thursday 3rd July 2025.

Equal Opportunities Policy Statement

Tavistock Town Council is fully committed to the development of policies to promote equal opportunity employment. Its equal opportunity policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, marriage/civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, race (including ethnic origin, colour, nationality and national origin), religion or belief.

The Council believes that this policy will ensure that the talents and resources of its employees and potential employees will be utilised to the full.