

SEAFORD TOWN COUNCIL



Policy & Risk Officer

RECRUITMENT PACK
June 2025

"Working with our community to secure Seaford's best future"



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WELCOME FROM THE MAYOR

Thank you for requesting this information pack about Seaford. Hopefully it will answer your initial questions about who we are and what we do.

Seaford is the biggest town in the Lewes district and is often described as “a hidden gem” between Eastbourne and Brighton. The Town Council owns numerous valuable assets around the town including Seaford Head and is responsible for many of the services and concessions on the beautiful seafront. We have a population of more than 25,000 people and a lively community serving the interests of local residents.



Tourism is a rapidly rising activity with large numbers of both national and international visitors coming to view the iconic Seven Sisters white cliffs view point from Seaford Head. We are working hard to balance the challenge of welcoming them in ways to benefit the local economy whilst protecting the wonderful green spaces and wildlife diversity that make Seaford so special.

A structural review of activities and staffing in 2024 recommended further recruitment to enhance and support the ambitious Strategic Plan agreed in 2023. The proposed Local Devolution Plans for Sussex including a Unitary Authority are likely to have significant impact on the roles and responsibilities placed on the Town Council in the future, serving to strengthen and further enhance the importance of parish and town councils.

We are a friendly and supportive team of councillors and officers who welcome new ideas and new colleagues.

I hope that you find this information useful. Please make contact or arrange a visit, particularly if you are not already familiar with Seaford itself. We look forward to hearing from you.

Good luck with your application!

Councillor Maggie Wearmouth

Mayor of Seaford 2025 - 2026



WELCOME FROM THE TEAM

In 2024, the Town Council team came together to agree our mission and vision as a team:

Mission

We work together to enable Seaford communities and the Town Council to thrive.

Vision

To work together as a team to empower innovation, strive for excellence and celebrate success.

Seaford Town Council offers a truly great place to work but don't take our word for it. Our own team have said the following:

- 'No micromanagement, we are trusted to do a good job
- We have a collaborative culture, with a non-hierarchical style of working
- We are given the tools we need to do a good job
- Your opinion is always welcome
- We are always looking at new and innovative ways of working
- We are a team and help each other out'



JOB ADVERT

Policy & Risk Officer

Location: Seaford, East Sussex, BN25 1HG

Hours: 30 - 37 hours per week

Grade: SCP 21 - 25, STC Grade 5 (starting £32,115 per annum full time equivalent or calculated pro rata for part time hours)

Are you someone who loves structure, thrives on detail, and enjoys the challenge of making sure things are done right? If you're experienced in writing and shaping policy, confident advising others, and understand the importance of good risk management, we'd love to hear from you.

Seaford Town Council is looking for a Policy & Risk Officer – a key role that helps keep everything running smoothly and responsibly behind the scenes. You'll be the go-to person for managing our extensive suite of policies and ensuring our risk management systems are not only in place but working effectively across the organisation.

What's the role all about?

You'll be maintaining and improving the Council's policy framework – creating and reviewing policies, making sure we're compliant with legal obligations, and offering advice on policy matters to colleagues. Risk management will also be a big part of your day – helping teams identify potential risks, supporting mitigation plans, and monitoring how well risk controls are working.

There's also plenty of variety. One day you might be drafting a policy update or writing a high-level report for councillors. Another day, you could be advising a colleague on how a policy applies to a new project or working out how a governance change might affect the Council's operations.

Who are we looking for?

We're after someone who:

- Has solid experience with policy and risk management (ideally in a governance-led or public sector setting)

Continued overleaf....



Job advert continued:

- Is confident advising others on complex matters
- Has excellent organisation, attention to detail, and a logical, strategic mindset
- Communicates clearly and professionally
- Has a flexible, can-do attitude and a real interest in good governance

Familiarity with local councils is a bonus, as are qualifications in policy or risk (like NEBOSH or IIRSM), but these aren't essential.

What can we offer you?

You'll be joining a welcoming, dedicated team who care about making a difference for our community. We offer flexible working, a central Seaford location, and a varied role where your ideas and attention to detail will really matter.

If this sounds like your kind of challenge, we'd love to hear from you.

Closing date for applications: Sunday 6 July 2025

Interview dates: Tuesday 15 or Thursday 17 July 2025, in person in the Town Council offices

Seaford Town Council is committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values difference, recognising that employees from a variety of backgrounds bring important and positive contributions to the Council and can improve the way we deliver services.

We are proud to be a Disability Confident employer. If you require any reasonable adjustments throughout the recruitment and selection process, please let us know.



SEAFORD TOWN

Seaford is a town that attracts a variety of descriptions depending on where you read and who you speak to.

To some it is a seaside town, a rambling destination, a shopping location, a hub of community groups, a cultural or heritage haven, a family-friendly town – the list goes on...

Rather than recreate the descriptions that are plentiful online (including our very own website), we wanted to give you an insight as to how we see the town. Our councillors and officers have shared a fantastic array of words to describe what the town means to them:





THE TOWN COUNCIL

Seaford Town Council recently celebrated its 25th anniversary, having been created in May 1999. The Town Council is made up of a team of 22 council officers and 20 councillors, who work closely together and with the community to secure Seaford's best future.

Councillors are elected by residents and look after specific areas (wards) for the period they are elected, usually four years. Councillors work together, as a corporate body, to ensure that the Town Council continues to represent the needs of the town, its residents and visitors.

The Town Council appoints a councillor as Mayor of Seaford on an annual basis (usually in May). The role and responsibilities of the Mayor of Seaford are set out within the [Mayor's Portfolio](#) available to view online.

Council officers are employed by the Town Council and work to deliver the strategy and decisions of the Town Council. Officers also play a key role in ensuring councillors are kept informed and supported to do their roles.

[Municipal services within Seaford](#) are provided by three tiers of local government – the County Council (East Sussex), the District Council (Lewes) and the Town Council. While working closely together for the town, each authority has its own areas of responsibility and service delivery.

The [Town Council's 2023 - 2027 Strategic Plan](#) is available to view online.



OUR TOWN COUNCILLORS



SAM ADENIJI



SHAH ALI



LIZ BOORMAN



CHRISTINA BRISTOW



ROD BUCHANAN



STEPHANIE DUBAS



FREDDIE HOAREAU



OLIVIA HONEYMAN



RICHARD HONEYMAN

**NORTH WARD
BY-ELECTION PENDING**



JIM LORD



SALLY MARKWELL



OLLY MATTHEWS



JAMES MEEK



GEOFF RUTLAND



LINDSAY STIRTON



RUTH STIRTON



IMOGEN TAYLOR



LINDA WALLRAVEN



MAGGIE WEARMOUTH

To find out more about our Councillors click [here](#)



OUR STAFF

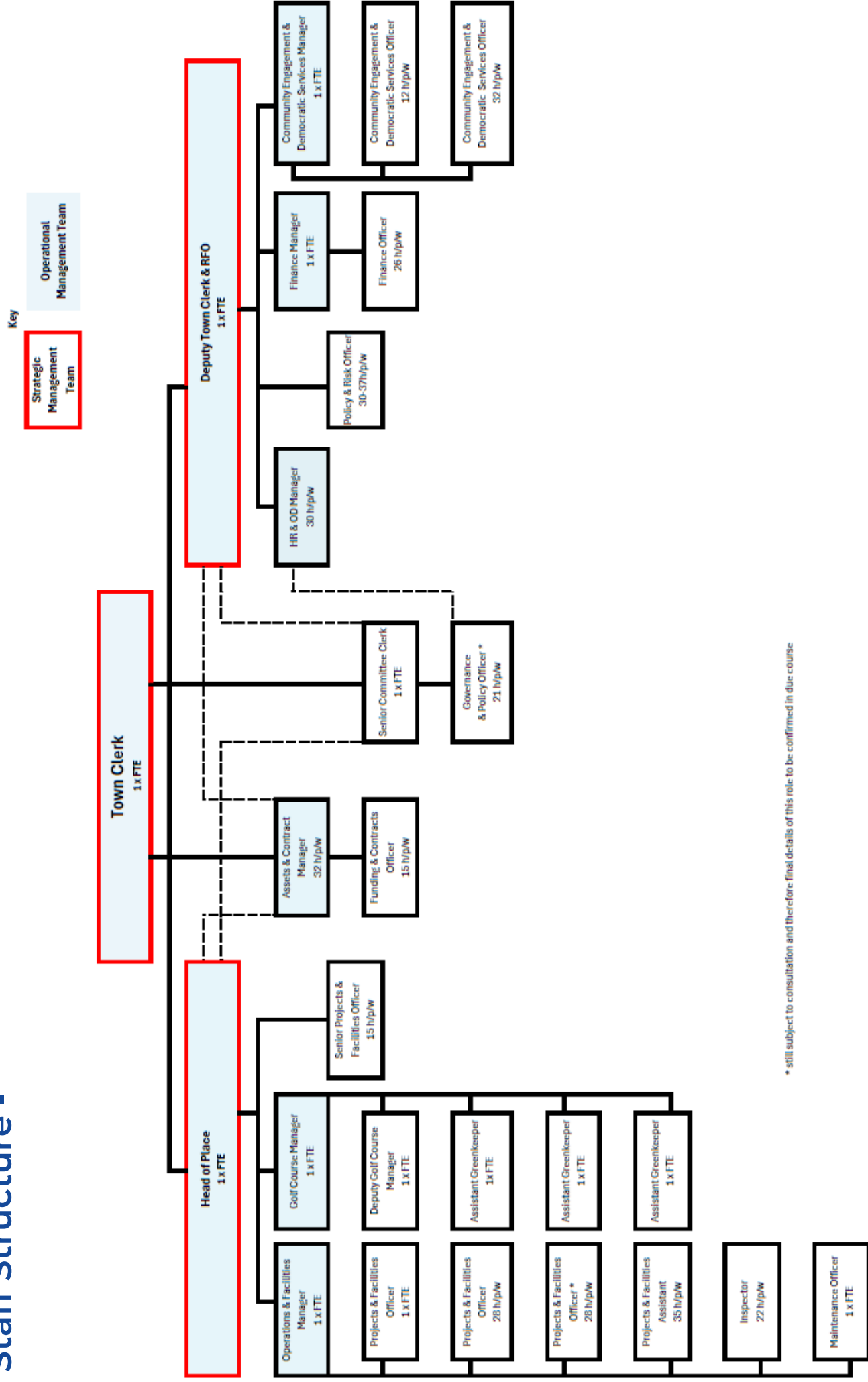
Staff Structure Review

In December 2024, the Town Council agreed changes to its staff structure within the office teams in order to ensure more capacity within the team, address skills gaps or those in areas of responsibility and also future proof the Town Council and ensure greater resilience.

The new office staff structure is included overleaf. All permanent staff have a role within the new structure and, in addition to this post being advertised, there are further opportunities that will be open to a full recruitment process in the near future.

Town Councillors have been fully involved in the recent structural review, which will lead to some transitional planning and a review of the Town Council's Strategic Objectives.

Staff Structure -



* still subject to consultation and therefore final details of this role to be confirmed in due course



WHY WORK WITH US

What can Seaford Town Council offer you as an employer?

Holidays

- Full time equivalent of 25 days holiday per year, rising to 28 days after five years' service, plus Bank Holidays. This would be calculated pro-rata to your working pattern where required
- Some staff are not automatically entitled to Bank Holidays off, where this is the case your holiday entitlement is increased accordingly

Pension Scheme

- Generous Local Government Pension Scheme available, currently at: 20.1% employer contribution and 5.5%-6.8% employee contribution
- There is also an alternative scheme, NEST, currently at 3% employer contributions and 5% employee contribution

Salary

- Regular monthly salary payments by BACS and emailed payslips, with helpful HR and Payroll Officers to help with any queries or assistance
- Possibility of up to four additional increments above salary bracket with specific qualifications (Certificate in Local Council Administration and Community Governance qualifications)
- As determined at the national level, the possibility of a pay award (increase) to salaries, usually annually in April

Flexible Working

- Additional Hours Policy governing any recompense for additional hours
- We welcome flexible working requests, whether this be part time or compressed hours, hybrid working or mobile working. Any requests will be subject to assessment against the requirements of the role

Continued overleaf...



Sick Pay

- If you are absent from work owing to illness (including injury or other disability) you will normally be entitled to sickness allowance based on a set scale

Continuous Service

- The Town Council will recognise continuous service

Benefits*

- Discount on food at The View
 - Reduced corporate membership at Wave Leisure
 - Eye test and glasses for DSE use contributions
 - Access to confidential 24/7 counselling
- (*non-contractual)

Wellbeing

- The Town Council is committed to supporting its employees and their wellbeing
- The Town Council adopts a supportive and caring approach to its staff in their times of need, including paid compassionate leave, assessments of reasonable adjustments required, flexibility with working hours (where possible) and phased returns to work following medium/long term sickness absence
- Regularly updated risk assessments for the Town Council's activities and dedicated officers ensuring the health and safety of all staff
- Employment with a stable local government employer
- An employer that understands its duty of care to its employees

Other Leave

- Enhanced maternity, paternity, adoption and shared parental leave pay entitlements
- A supportive and flexible approach, where possible, for staff with dependent or caring responsibilities
- A Reservist Policy showing the Town Council's commitment to employing reservists of the Armed Forces. This includes additional paid leave to cover the annual two-week training programme for reservists



JOB DESCRIPTION

Role: Policy & Risk Officer

Reporting to: Deputy Town Clerk

Responsible for: no direct reports

Work pattern: 30 - 37 hours per week (to be discussed with chosen candidate)

Work location: Town Council offices, with a minimum of 50% office working, with any home working agreed with line manager and dependent on business needs

Salary grade: STC 5

Salary bracket: SCP 21 – 25, starting on SCP 21 (£32,115 full time equivalent or calculated pro-rata for part time hours)

1. Job Purpose

To coordinate and maintain the Town Council's extensive suite of policies, leading on the creation and review of policy documents and providing support with interpretation and adherence to policies. To coordinate the Town Council's risk management systems, monitoring the implementation and success of the risk controls within the Town Council.

2. Areas of Responsibility

Town Council suite of policies

Risk management systems

3. Duties & Responsibilities

Town Council suite of policies

3.1. Coordinate and maintain the Town Council's suite of policies, including policy advice, implementation, linkage, strategy, review and creation. Plan, monitor and continuously improve policy delivery.

3.2. Monitor policy observance and appropriateness.

3.3. Keep up to date with legal frameworks in which the Town Council operates and new policies the Town Council is required to hold.

3.4. Provide procedural advice with decision-making queries at an officer level.

3.5. Engage with stakeholders in the policy process, seeking enhanced transparency and openness.

Continued overleaf...



Job Description continued...

3.6. Use evaluation throughout the policy process to gather evidence and learning which informs policy decisions and delivery.

Risk management systems

3.7. Maintain the Town Council's risk management strategy - plan, monitor and continuously improve risk management across the Town Council. Incorporating the following areas of risk: admin/legal, contractor, environmental, financial and physical risks, as examples.

3.8. Provide support within the Town Council for the identification, assessment and mitigation of risk.

3.9. Identify and oversee the implementation of steps to support adherence with risk controls by officers and, where required, councillors or third parties.

Others

3.10. Ensuring accurate record-keeping within areas of remit.

3.11. Providing governance support and challenge across the organisation, to encourage good governance throughout the Town Council's activities.

3.12. Monitoring for relevant external governance updates or changes in best practice, assessing the impact of these and recommending steps to be taken by the Town Council.

3.13. Ensuring the accessibility, branding and consistency of all published documents.

3.14. Creating high level reports relating to matters within remit to provide an update for councillors or facilitate informed decision making.

3.15. Consider effective use of public funds and value for money. Considering and notifying the line manager of budgetary implications for ongoing activities or the programme of future work.

3.16. Promoting and delivering equality, diversity and inclusion in the workplace.

3.17. Flexibility to work occasional additional hours to ensure deadlines are met within the team.

Continued overleaf...



Job Description continued...

3.18. Ensuring communication of areas of work, where relevant, with other members of staff, councillors, third parties and/or the public.

3.19. Undertake any other duties as required by the line manager, consistent with the level and scope of the post.



PERSON SPECIFICATION

As a Town Council Officer:

We are looking for a team player, who performs their duties in an honest, open and professional manner.

The officers of Seaford Town Council are passionate about its future and strive for high deliverance in customer service, always observing confidentiality and sensitivity.

To enhance this, each officer has an attitude of flexibility in respect of being a reasonably small team, and to maintain a supportive team environment.

The specifics for this role:

In addition to the above, which we seek from all team members to underpin our success, the specific requirements relating to this role are set out in more detail below:

4.1. Experience - Essential

- a) Experience creating and implementing policy documents, ideally within the public sector or a similarly governance-led organisation
- b) Experience coordinating risk management within an organisation
- c) Experience advising others at all levels of an organisation on potentially complex matters
- d) Experience in a senior officer (or higher level) role within the public sector, ideally within a town or parish council

4.2. Experience – Desirable

- a) Working knowledge of local council governance, legislation, current and future risks and opportunities
- b) Knowledge of Seaford

4.3. Skills – Essential

- a) Ability to use technology as part of the role including Microsoft Office
- b) Attention to detail and ability to analyse, interpret and clearly present data, some of which may be complex, in line with Data Protection regulations.

Continued overleaf...



Person Specification continued...

- c) Organisation and prioritisation skills
- d) Strategic and critical thinker, adopting an evidence-based approach
- e) Ability to use research to inform the content of reports where appropriate, and the ability to produce clear and accessible reports to be shared with managers.
- f) Customer service and advisory skills
- g) Awareness of the Data Protection regulations and a commitment to maintain confidentiality.
- h) Willingness to learn and committed to continuous professional development, driven by the individual.

4.4. Skills – Desirable

- a) Public speaking skills
- b) Commissioning, understanding and using data, evidence and advice on the diverse needs of those affected by the policy

4.5. Qualifications – Desirable

- a) NEBOSH IIRSM Certificate in Managing Risk or similar risk-based qualification
- b) Policy qualification
- c) Introduction to Local Council Administration (ILCA) or willingness to work towards

4.6. Physical Attributes – Essential

- a) The ability to work occasional evening meetings in person at the Town Council offices or other venue within Seaford
- b) With sufficient notice, the ability to work flexible hours, including ad hoc evenings and weekends, as required, to meet project deadlines and / or attend Town Council meetings or events



HOW TO APPLY

Accessing and Completing the Application Form

- Application forms are completed online via Google Forms, which can be accessed online here [online application form](#)
- **If you need an application form in a different format, please let us know**
- Once you have clicked on the Google Forms link, opened the application form and entered an email address, the form will auto-save meaning that you can revisit the form as many times as you like before submitting your final application
- The form auto-saves, meaning you do not need to manually save this as you work on it or before closing the webpage down
- To revisit your form, just click on the application form link above and you will return to your last auto-saved version
- All sections of the application form need to be completed. Many questions are 'required' and as such, you can't move forward in the form unless you complete these
- There is an option to upload a CV or supporting document to set out the details of your previous employment - please ensure that any uploaded documents provide the information requested within the application form

Continued overleaf...



How to Apply continued...

Section 6 - Application Questions

- The person specification provided within this recruitment pack contains the skills and qualities that the Town Council is looking for in the successful candidate
- Section 6 of the application form is entitled 'Application Questions' and it is within this section that you can demonstrate your suitability for the role by showing us how you meet the essential and/or desirable criteria set out within the person specification
- These are vital questions to be answered for shortlisting purposes and success in being invited for interview

Submitting your Application

- Once you are happy with your form and have completed all sections, click 'submit'
- If you have any queries on the application form, either during or after submission, please reach out to us by email on recruitment@seafordtowncouncil.gov.uk
- If you require any adaptations or support, please do let us know

Privacy Statement

The Town Council's privacy statement about how we process and store your personal data as an applicant can be found on

[our website's Privacy Policy page](#)



SELECTION PROCESS

All applicants will be acknowledged and considered by the selection panel. You will be informed in writing of the outcome of your application.

Activity	Date
Closing Date	Sunday 6 July 2025 midnight
Interviews (in person at our offices in Seaford)	Tuesday 15 or Thursday 17 July 2025

If you are invited to interview, we will make contact with you to find out if you have any accessibility needs and/or require reasonable adjustments to the interview process.

Thank you so much for your interest in working for Seaford Town Council. We look forward to receiving your completed application