

# SEAFORD TOWN COUNCIL



Senior Committee Clerk

**RECRUITMENT PACK**  
**June 2025**

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



# CONTENTS

Welcome from the Mayor.....	3
Welcome from the Town Clerk...	4
Welcome from the Team.....	5
Advert.....	5-7
Seaford Town.....	8
The Town Council.....	9
Our Town Councillors.....	10
Our Staff.....	11
Staff Structure.....	12
Why Work With Us.....	13-14
Job Description.....	15-17
Person Specification.....	18-19
How To Apply.....	20-21
Selection Process.....	22



## 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

## **Senior Committee Clerk**

**Location: Seaford, East Sussex, BN25 1HG**

**Hours: 37 hours per week**

**Grade: SCP 16 - 20, STC Grade 4 (starting £29,572 per annum)**

Are you an experienced governance professional who thrives on delivering high-quality, democratic support and ensuring good governance? Are you highly organised, meticulous with detail, and confident in working with elected Councillors in a public setting? If so, we'd love to hear from you.

## **About the Role**

Seaford Town Council is seeking a Senior Committee Clerk to lead on the delivery of its public meetings cycle, ensuring effective and legally compliant committee administration. This vital role involves preparing agendas and reports, advising on governance matters, attending and facilitating evening meetings (average of 26 per year), and producing accurate, timely minutes.

Working closely with the Town Clerk, Committee Chairs and Council staff, you will help uphold the highest standards of transparency, governance and efficiency in decision-making. You may also line manage a direct report (to be confirmed) and support ongoing improvements in governance and corporate processes.

## **Key Responsibilities**

- Manage the full public meetings cycle, from annual timetabling to minute production and action tracking.
- Ensure agendas, reports and documentation are professionally presented, accessible, and meet statutory and branding requirements.
- Attend and provide governance support at all evening committee and Full Council meetings (except Planning & Highways), setting up, advising, minute-taking and closing down meetings.
- Build strong working relationships with Councillors, providing impartial advice and support within the context of public meetings.
- Monitor changes in governance best practice and recommend improvements.

**Continued overleaf....**



### **Job advert continued:**

- Maintain accurate records and ensure timely publication in accordance with legal requirements.
- Line-manage direct reports, supporting performance and development.

### **About You**

To succeed in this role, you will need to bring a strong background in governance or committee-servicing within the public sector. You will be an excellent communicator, confident in both written and verbal formats, with proven experience in minute-taking and producing accurate, professional documentation. Your IT skills will be well developed - particularly in Microsoft Office, and you will demonstrate great attention to detail, resilience under pressure, and the ability to stay calm and composed during busy or challenging situations.

We are looking for someone who is highly organised, able to manage time effectively, and who can prioritise within a varied workload. You'll have a commitment to delivering excellent customer service, coupled with professionalism and discretion. An understanding of data protection legislation and maintaining confidentiality is essential, as is the ability to build trusted, respectful working relationships with elected members and colleagues alike.

While not essential, it would be advantageous if you have knowledge of local government or town/parish council operations. Familiarity with Freedom of Information legislation and transparency requirements is also desirable, as are public speaking skills and an ILCA qualification—or a willingness to work towards one.

We'll need you to be available to attend regular evening meetings, mainly on Thursdays, in person in Seaford. Flexibility to occasionally work additional evenings or weekends is important. You should also be comfortable setting up meeting rooms and resolving minor technical issues, such as with microphones or presentation equipment.

**Continued overleaf....**



**Job advert continued:**

**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:

**BRACING** **WHOLESOME** **DESTINATION** **MEMORIES**

**COAST** **COMMUNITY** **BEACH HUTS** **NATURE**

**FRIENDLY** **CHALK** **FRESH** **PEACE**

**GOLF** **HISTORY** **UNASSUMING** **KITTIWAKES**

**TIDE** **WINDY** **HOME** **PEOPLE**

**18TH TEE** **BREATH-TAKING**

**SAFE** **POTENTIAL** **SEAFRONT** **TRANQUILITY**

**ACTIVE** **STROLLING**





# 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

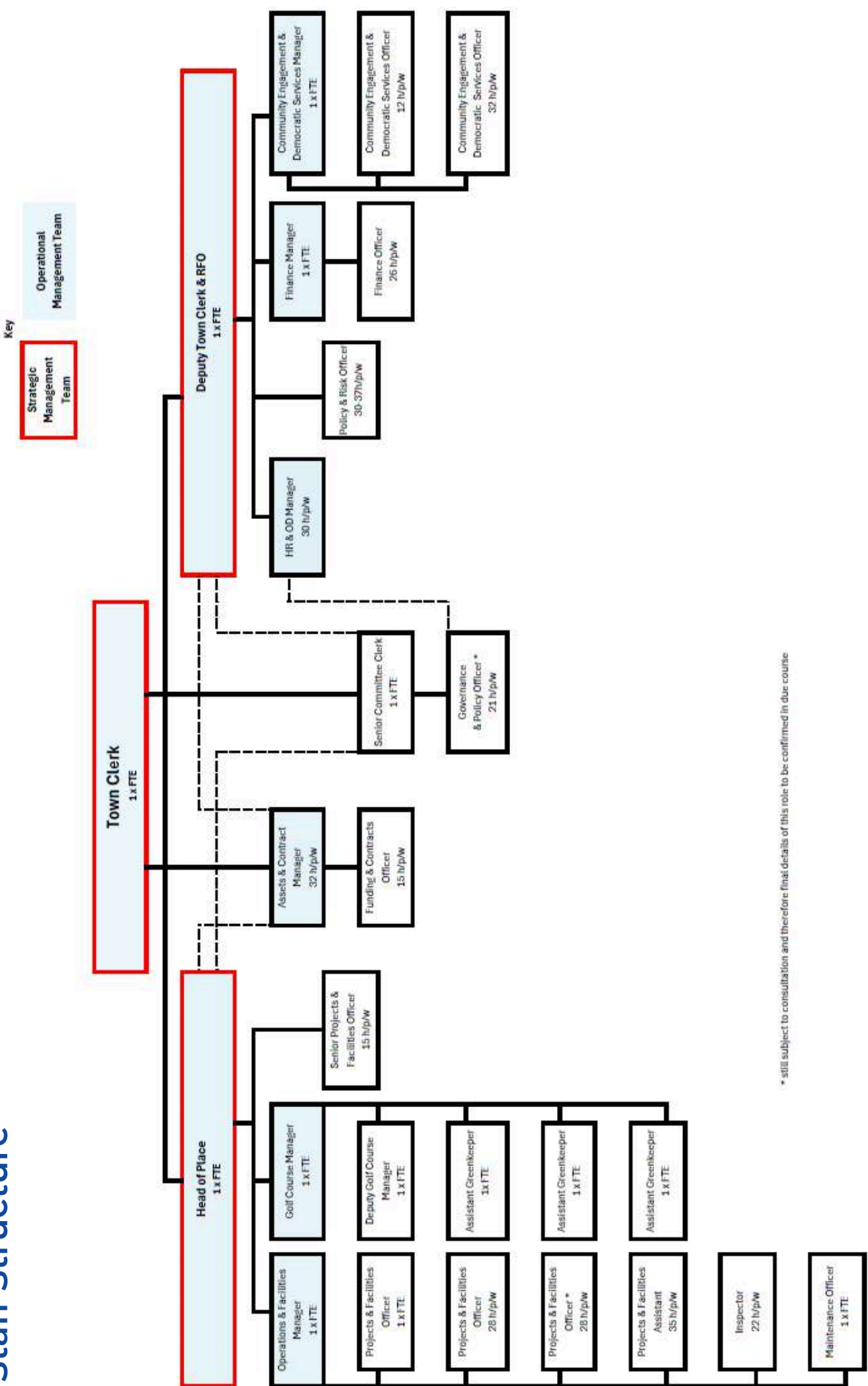
## Staff Structure Review

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:** Senior Committee Clerk

**Reporting to:** Town Clerk

**Responsible for:** one direct line report (currently subject to consultation with postholder and changes to their role)

**Work pattern:** 37 hours per week, including regular evening meetings

**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. Onsite attendance at regular evening meetings in Seaford will be required

**Salary grade:** STC 4

**Salary bracket:** SCP 16 - 20, starting on SCP 16 (£29,572 per annum)

## 1. Job Purpose

To deliver all aspects of the Town Council's public meetings cycle and attend regular evening meetings to provide support at, and ensure the good governance of, the committee and Full Council meetings.

This will require regular attendance at all of the Town Council's evening meetings, (except for the Planning & Highways Committee meetings), averaging 26 meetings per year, usually 5.30pm set up for a 7pm start and predominantly on Thursday evenings (most committee meetings are concluded by 9pm, however some Full Council meetings can continue past 10pm).

## 2. Areas of Responsibility

Council & Committee Meetings

## 3. Duties & Responsibilities

Council & Committee Meetings

3.1. Day-to-day management of the Town Council's public meetings cycle, including (but not limited to):

- a) Drafting the annual meeting timetable,
- b) Ensuring suitable venues for all meetings,

**Continued overleaf...**



## Job Description continued...

- c) Coordinating agenda schedules and working with the strategic and operational management team to set agendas in accordance with the Town Council's programme of work,
  - d) Identify and schedule all meetings deadlines (report submission dates, for example) and preparatory meetings with the relevant Chairs,
  - e) Classifying exempt items of business,
  - f) Critiquing meeting reports to ensure they are accurate, factual, appropriate and consistent with language and branding,
  - g) Writing high level reports relating to matters within remit to provide an update for councillors or facilitate informed decision making,
  - h) Preparing and issuing paperwork for Full Council and committee meetings,
  - i) Ensuring that legal notice requirements are met for all meetings,
  - j) Handling enquiries in advance of the meeting relating to the meeting or agenda, including from councillors and members of the public,
  - k) Attending all meetings (except Planning & Highways) to:
    - 1. Set up the meeting venue and room
    - 2. Welcome any public or visitors arriving
    - 3. Provide executive support at meetings and oversight of Standing Orders,
    - 4. Take minutes of the meeting
    - 5. Carry out close down at the end of the meeting
  - l) Type up and process draft minutes of meetings,
  - m) Ensuring record-keeping and action follow up from meetings,
  - n) Supporting with the calling of extraordinary meetings,
  - o) Any other related tasks to facilitate the public cycle of meetings.
- 3.2. Support the implementation of resolutions, such as by ensuring awareness of decisions made and supporting with the interpretation of these.
- 3.3. Build strong working relationships with Committee Chairs and all Councillors to provide reliable, unbiased, trusted and fair support within the context of meetings.
- 3.4. Retention, accuracy and availability of all meetings paperwork, including template documents, published documents and those ensuring adherence to local government and transparency legislation.

**Continued overleaf...**



## **Job Description continued...**

3.5. Supporting with any reviews of the Town Council's committee structure or meeting arrangements.

### Others

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

3.7. 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.

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

3.9. Managing any direct line reports – including supporting recruitment and onboarding, ongoing performance management, professional and team development, and team wellbeing.

3.10. Considering and notifying the line manager of budgetary implications of ongoing activities or the programme of future work.

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

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

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

3.14. 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 in a governance role within the public sector, ideally within a town or parish council operating a committee structure
- b) Experience in a role focussed on servicing committees or a Board, including minute taking
- c) Understanding of Data protection legislation and principles and a commitment to maintain confidentiality
- d) Experience ensuring consistent branding, formatting and accessibility of documents

### **4.2. Experience – Desirable**

- a) Working knowledge of local council governance, legislation, current and future risks and opportunities
- b) Knowledge of Seaford
- c) Understanding of Freedom of Information legislation and confidentiality exemptions

**Continued overleaf...**





## Person Specification continued...

### 4.3. Skills – Essential

- a) Ability to use technology as part of the role including Microsoft Office
- b) Attention to detail
- c) Organisation, prioritisation and time management skills within a varied role
- d) Ability to work within clearly defined policies and procedures
- e) Customer service and advisory skills
- f) Ability to tailor writing style for Town Council governance requirements, including with minutes and report writing
- g) People management and delegation skills
- h) Ability to problem solve technical issues - such as with microphones or presentations - during meetings
- i) Willingness to learn and committed to continuous professional development, driven by the individual

### 4.4. Skills – Desirable

- a) Public speaking skills

### 4.5. Qualifications – Desirable

- a) Introduction to Local Council Administration (ILCA) or willingness to work towards

### 4.6. Physical Attributes – Essential

- a) The ability to work regular 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](mailto: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
<b>Closing Date</b>	<b>Sunday 6 July 2025 midnight</b>
<b>Interviews</b> (in person at our offices in Seaford)	<b>Tuesday 15 or Thursday 17 July 2025</b>

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**