

SEAFORD TOWN COUNCIL



RECRUITMENT PACK

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



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WELCOME FROM THE MAYOR

Thank you for your interest in Seaford Town Council.

Seaford is the largest town in the Lewes district, with a population of more than 25,000. It is a coastal town, a gateway to the Seven Sisters, and a place shaped by the relationship between town, sea, landscape and community. The seafront and Seaford Head – part of the newly created Seven Sisters National Nature Reserve – are among its most distinctive public places. The Town Council has important responsibilities for their care.

First-tier local government matters here because so much of the life of the town is shaped close to the ground: in open spaces that people use, facilities enjoyed by the community, events that bring people together, concessions that serve residents and visitors well, and partnerships with the organisations that give Seaford much of its life.



Tourism is growing, with many national and international visitors coming to Seaford Head for the Seven Sisters view. That brings opportunities for the local economy, but also responsibilities: to protect the landscape, biodiversity and the open spaces that make Seaford special.

This is also a time of wider change. Local devolution and government reorganisation in Sussex are likely to strengthen the importance of town and parish councils. Seaford Town Council has adopted an ambitious yet focused Strategic Plan, and recent staffing changes are intended to build the capacity and resilience needed to deliver it.

As Mayor, I see the overarching task of Seaford Town Council as the creation of public value: serving residents and visitors well, supporting civic and community life, using public resources wisely, and thinking seriously about Seaford's future.

We are a friendly and supportive team of councillors and officers, and we welcome new ideas and new colleagues. If you are not already familiar with Seaford, I would encourage you to visit: walk along the seafront, look back from Seaford Head, and spend time in the town.

Good luck with your application.
We look forward to hearing from you.

Councillor Lindsay Stirton

Mayor of Seaford 2026 - 2027



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'



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

The Town Council is made up of a team of 30 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 Strategic Plan** is available to view online.



OUR TOWN COUNCILLORS



SAM ADENIJI



SHAH ALI



LIZ BOORMAN



CHRISTINA BRISTOW



ROD BUCHANAN



SYLVIA DUNN



STEPHANIE DUBAS



FREDDIE HOAREAU



OLIVIA HONEYMAN



RICHARD HONEYMAN



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

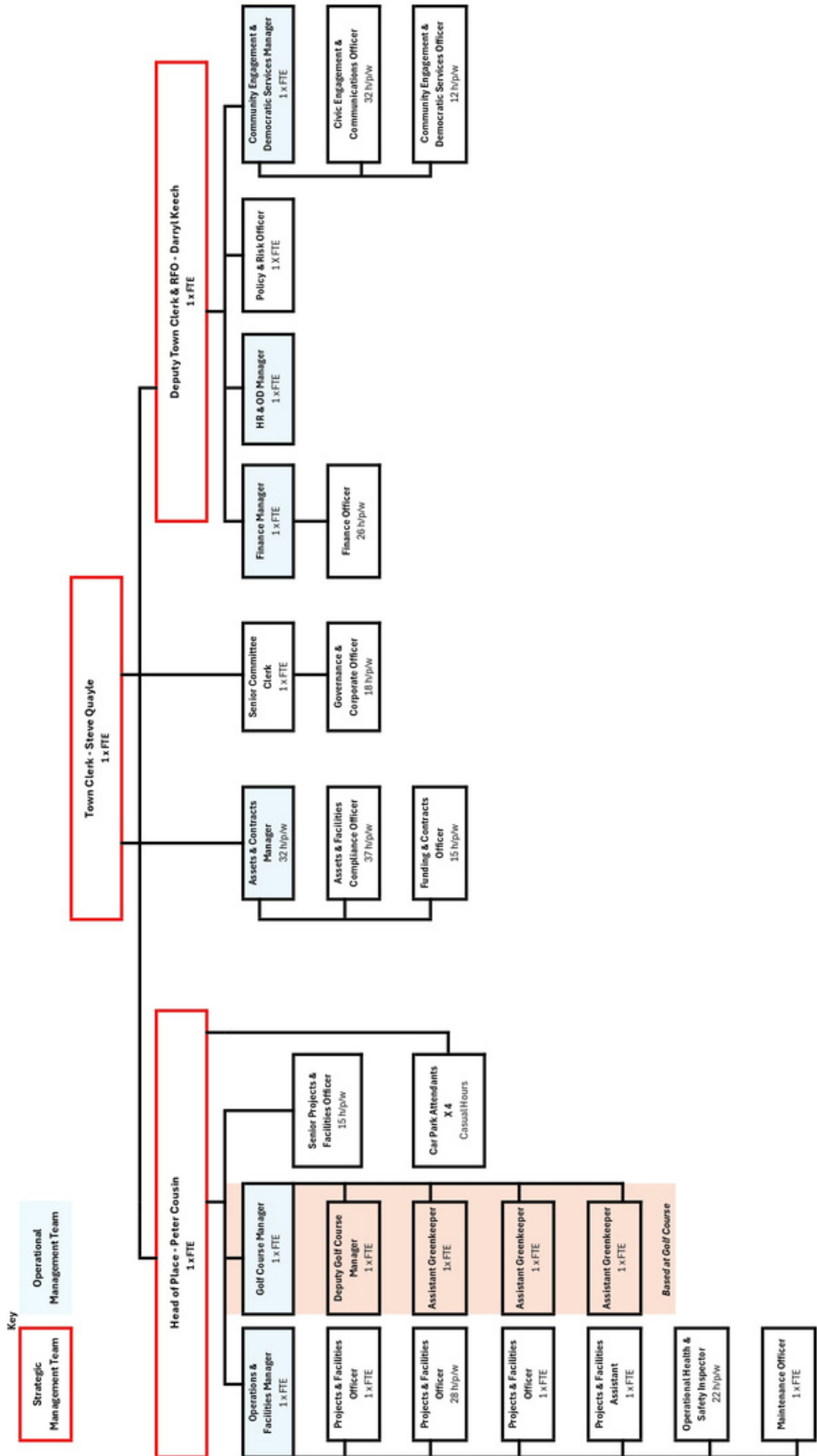
Staff Structure

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 revised staff structure is included overleaf.

Staff Structure

Seaford Town Council Staff Structure - Aug 2026 - PUBLIC





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
- If you work on a part basis, your holiday entitlement will be calculated based on the number of hours/days you work.(pro-rata)

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

- You will be rewarded a salary that reflects the work you do at Seaford Town Council
- 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 encourage flexible working to support wellbeing of our staff, 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 and the needs of the business

Training and Development

- We offer a range of training sessions online to all our employees as part of compliance and to support personal development

Continued overleaf...



Sick Pay

- If you are absent from work due to illness you will normally be entitled to sickness pay based on a set scale and structure set by Seaford Town Council

Continuous Service

- The Town Council recognises continuous service and rewards an extra three days after five years of 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