

## Flitwick Town Council

### Post Information

Post:	Community Services Assistant
Department:	Town Clerks Team
Responsible to:	Community Services Officer
Salary:	Spinal Range 13 - 17 Starting salary £17,391 within the range £17,391 to £18,672.
Hours of work:	36.5 hours per week worked Monday to Friday Evening and weekend work required when working events (this will be inclusive of the weeks hours unless overtime is agreed in advance)
Contract:	Permanent – subject to satisfactory references and a six month probation period and review
Role summary:	To support the Community Services Officer to deliver both, community events and regular community activities of the Town Council from planning through to the administration and co-ordination and evaluation of each.
Anticipated Interview Dates:	Thursday 30 <sup>th</sup> and Friday 31 <sup>st</sup> August 2018
Anticipated Start Date:	October 2018