



ST.JUST TOWN COUNCIL

Business Administrator Apprentice

- St. Just Town Council, The Library Market Street St. Just TR19 7HX
- 18 months (6 month probationary period)
- 37 hours per week
- Salary scale: Scp 2 – 3 (£20,441 - £ 20,812)

St. Just Town Council has an exciting opportunity for an apprentice to join our administration team to support the Council in its day to day functions.

About the role

This role is subject to confirmation of acceptance from Truro & Penwith college following interview.

As the Business Administrator Apprentice, you will be a first point of contact for visitors to the Town Council Office, as well as providing administrative support to the Town Clerk and Deputy Town Clerk.

Your key duties will include dealing with general enquiries from members of the public and Councillors, assisting with the planning and organisation of various events and hospitality, and providing administrative support to the Town Clerk and Deputy Town Clerk by researching and administering some of the council's initiatives and projects.

What we are looking for

The successful candidate will need to be confident and professional with good administrative skills and a flexible 'can-do' attitude. You will need good communication skills and be able to exercise diplomacy and sensitivity when handling enquiries and co-ordinating responses.

Having good self-organisational and work planning skills including the ability to prioritise to ensure work is delivered on time and to agreed standards will be essential.

About St. Just Town Council

St. Just Town Council operates at the most local level of government with twelve Councillors elected for a term of four years. As well as St. Just, the Council also represents the distinct communities of Pendeen, Trewellard, Botallack, Kelynack and many smaller hamlets across the parish. The Town Council is a forward thinking and progressive organisation continually striving to improve.

What we can offer

At St. Just Council we offer access to the Local Government pension scheme, a generous holiday entitlement, a comprehensive training framework, free parking, and well-equipped modern offices which are situated within The Library in the centre of St. Just. For the right candidate, on completion of their training, there could be an opportunity to fill a vacancy within the council as it takes on more responsibility and grows.

Who can apply?

St. Just Town Council is an Equal Opportunities employer and will not discriminate against any applicant on grounds of disability, race, religion or belief, gender, age or sexual orientation.

More information

For more information, please visit our website <https://www.stjust.org/>

An application form and information pack can be downloaded from our website:

or by contacting: Hester Hunt, Deputy Town Clerk – tel: 01736 788412 or 07717 314675 Email: deputytownclerk@stjust.org

If you would like to discuss the vacancy, please ring Hester Hunt (Deputy Town Clerk) on 01736 788412 or 07717 314675.

Closing date for applications: 20 February 2023

Interviews will be held on: 1 March 2023