

**VACANCIES FOR CIVIC STAFF**

*If anyone wishes to advertise a post on here please contact secretary@naco.uk.com with the title of the post to be advertised, the name of the authority, the final date for applications and a link to an advertisement for the post.*

*Vacancy for*

*VACANCY FOR A MAYOR’S SECRETARY WITH*

*WARWICK TOWN COUNCIL*

*A part-time job vacancy has become available for an Administrative Support Officer at Warwick Town Council*

*Salary £11.08 SCP10 – 20 hours per week*

The role includes:

* To ensure effective, professional support to the Mayoralty and to undertake such other related duties concerned with the Mayor’s role in the civic life of the Town of Warwick.
* To ensure that the Mayoralty is run in accordance with statutory requirements, the Mayor’s Protocols, the Members’ Code of Conduct and the Council’s Constitution.
* To promote the role of the Mayor and the Court Leet creating a positive reputation of the link between them with the Council, residents, organisations (voluntary and otherwise) within the Town and beyond.
* To manage the requirement of work for the Mayor’s Chauffeur/ Mace Bearer/ Town Crier for Civic functions.

For further information, and to apply for the role, please [***click here***](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuk.indeed.com%2Fm%2Fviewjob%3Fjk%3D7d881f3085d1483e%26advn%3D2257702743516539%26adid%3D367674122%26ad%3D-6NYlbfkN0BpcZ6GypwKKIjnT9Zte8A-81J4OTYh2_NtRiEp1oU8kj2hz3jD27YSNgZLvTQZMkhZJ8EOxayYFKuxz8bhn0Pa9WEsmxDU03gnmuI-YVEN8v7tTo-W9GBw6g2hZKLJAlihnFh-r1rMSF46IHsK-QzWgrok5NX0qjJIfhr57aXEL4WhT7T0NKVRGNuOwWwaLinKitKpTV6eRkEzj1xvZXlAqGsuSd12jCgM1c-bF0tjdOPQuTRLe3sduSIcR3kOjc5GCSQ8jKRUNjBSeBgIWRM-SYn2b64HVTvDtG3_oleiMTgIXe5P-AIjrOosjgOjcqWg3R45jtjzwBiy-BjNFir1VqcrygrvXrI9b-iXgjRXAbX-naAW0ZjAqa8XjA2e9So%253D%26from%3Dserp%26dest%3Dhttps%253A%252F%252Femployers.indeed.com%252Fj%252Fview-job%253Fid%253D89ba7e6eebb516fb4137%26desth%3D95da117955808f2fb473077caffa0feb%26prevUrl%3Dhttps%253A%252F%252Fuk.indeed.com%252Fm%252Fjobs%253Fq%253DWarwick%252Btown%252Bcouncil%252B%2526l%253DWarwick%26tk%3D1f3smpdqast5k800%26dupclk%3D1%26acatk%3D1f3smpmgrsu3q800%26pub%3D6917c08ec3ecf6012dd26f3773156e870cace3277f6b99df&data=04%7C01%7CClerk%40warwicktowncouncil.org.uk%7C871742c654a949e16a4508d90af77c20%7Ca758e89364a849ed85f28ecf7baaae26%7C0%7C0%7C637552880334191612%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=DhfyuWYI1P6tWC3U8pjRvyHlrpANGKQSK7JiUAJ5EaE%3D&reserved=0)

*Closing Date 7 May 2021*

*Vacancy for*

*MAYOR'S CHAUFFEUR AND ATTENDANT*

*JOB SUMMARY*

Contract Type: Permanent

Working Pattern: Part time

Advert Start Date: 23/04/2021

Advert End Date: 12/05/2021 12:00

Salary: £19,312-19,698 (pro rata 20 hours per week)

Hours per week:20 (annualised)

Job Category: Democratic Services/Registrars

Vacancy ID:206384

Employment Location: Redcar and Cleveland Leisure and Community Heart

Post Number:W1195

Number of posts:1

Closing date: 12 May 2021

[*Further Information Available Here*](file:///C:\Users\Harrison\Documents\NACO\Mayors%20Chauffeur%20Advert%20-%20Redcar.docx)