



RAMSGATE TOWN COUNCIL

STAFF VACANCY

For a

DRIVER / CIVIC ATTENDANT

Ramsgate Town Council is intending to appoint a Driver / Civic Attendant to carry out various duties involved in attending Civic functions in Ramsgate and at various venues in South East England from April 2020.

Applications from both male and female applicants are both encouraged and actively requested.

The job:

- Drive the Mayor / Deputy Mayor / Civic representative so that they can attend the various events in the Civic year.
- Be responsible for the care and maintenance of all Civic insignia.
- Assist the Mayor / Deputy Mayor / Civic Representative in their duties as required.
- Work under the guidance of the Mayor's Personal Assistant.

The Council is looking for someone who can demonstrate safe driving skills, a good level of organisation in carrying out their duties and a large measure of tact and diplomacy as he/she will be ensuring that when Ramsgate is being represented, it does so effectively.

Hours: As required according to the Civic diary (Weekend working will be required).

Total hours per week: 20 hours.

Pay: £9.11 per hour / £17,527.64 / annum pro rata.

Pension: Auto enrolment pension scheme in operation.

Paid holiday: 22 days per year / pro rata

To Apply: Complete the application form.

Send to: Eileen Richford - Deputy Town Clerk
Ramsgate Town Council
The Custom House
Harbour Parade
Ramsgate
CT11 8LP

Or via: eileen.richford@ramsgatetc.org.uk. CV's will not be accepted

Deadline for applications Tuesday 31st March 2020