



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

VACANCY

Cambourne is a rapidly developing Community which is served by Cambourne Town Council. As Cambourne develops the Town Council is transferred facilities to make Cambourne a sustainable Community. The Town Council is responsible for the maintenance and letting of substantial number of community facilities.

For

COMMITTEE CLERK/OFFICE MANAGER

UP TO 37 HOURS PER WEEK SALARY SCALE.

£26,845 as of 1st April 2022

The post holder will work in a friendly, supportive environment alongside the existing Town Office staff, to work as part of the Town Council administration. Specifically, in providing support for the governance of the Town Council and Managing the office to ensure the Councils objectives are met. To support the Council in managing the Committee Functions.

Closing date is 31st July 2023

Application form, job description and person specification are available from:

Ellie Lydon (Committee Clerk)

The Town Office, High Street

Cambourne, Cambridge CB23 6GW

Telephone: 01954 714403

Email: office@cambourneparishcouncil.gov.uk

For additional information on the post and the Town please contact John Vickery, Cambourne Town Clerk or Ellie Lydon, Committee Clerk.