



BLYTH TOWN COUNCIL

DEMOCRATIC SERVICES OFFICER

Candidate Information Pack



BLYTH TOWN COUNCIL

The town of Blyth is situated in the southeast of the scenic County of Northumberland and is its largest town with a population of 40,000. The Town Council was established following the Local Government Review which provided for a single unitary authority in Northumberland.

The Town Council is one of the largest top 60 community councils in the UK and has a budget of £1.6m. The Council has a Neighbourhood Partnership Agreement with the County Council to deliver an enhanced service in addition to the basic core service delivered throughout the whole county. The Council delivers several services including the management of allotments, responsibility for play areas, litter bins and bus shelters and has developed its own services in the areas of community grants and the significant promotion of events. The Town Council is also engaged in developing a Neighbourhood.

The Town Centre is currently undergoing improvements and developments, led by the County Council in the Energising Blyth project. Exciting developments including a cultural centre on the redeveloped marketplace and an Energy Learning Institute on the former Keel Row site.

The Council meets quarterly, and has a number of Committees, sub-committees and working groups.

The Democratic Services Officer is a key role in supporting the governance arrangements of the Council, in line with legislation. All reasonable assistance will be given to the successful candidate for career development.

This is a great opportunity to support local democracy and develop a career in local government and governance.

KEY DATES

Closing date: Wednesday 25 June 2025 at 12 noon.

Interviews: Tuesday 8 July 2025

If you require any further information or would like to discuss the position, please contact the Town Clerk or Deputy Town Clerk on 01670 361668 or email democraticservices@blythtowncouncil.gov.uk



BLYTH TOWN COUNCIL

JOB DESCRIPTION

Main Terms and Conditions of Service

Job Title	Democratic Services Officer
Employer	Blyth Town Council
Place of Work	Based in Blyth Town Council offices, Arms Everytne House, Quay Road, Blyth, Northumberland, NE24 2AS.
Responsible to	Town Clerk, Deputy Clerk and Principal Officer
Salary	NJC LC2 Scale Points 18-23 Currently £30,559 to £33,366 (Pro rata: £15,238 to £16,632) as evaluated within the salary scales of the National Association of Local Councils and the Society of Local Council.
Hours of Work	Part time (18.5 hours per week) Tuesday - Thursday
Holidays	26 days rising to 31 days after 5 years continuous service, plus 2 statutory days and public holidays (pro rata). 3 days to be used over the Christmas period to allow office closure.
Pension	Local Government Pension Scheme
Travel & Mobility	The post holder will not normally be expected to work outside of the normal place of work. Post holder must be able to travel throughout the Town of Blyth outside of standard hours.
Training & Qualifications	The post holder will be expected to hold relevant qualifications (see detailed Job Description).
Probationary Period	6 months from employment start date.
Notice of Termination of Employment	The period of notice of termination by either party is 4 weeks.

Job Purpose

To work with the Town Clerk and other Officers to support the Council in ensuring that all aspects of the Council's democratic and governance arrangements are correctly administered, monitored, and managed in accordance with legislation and statutory requirements.

Review current procedures and be instrumental in the introduction of standardised formats and protocols for the preparation of agendas, reports, and minutes.

Ensure the co-ordination of all Council/Committee minutes, agendas, and reports for distribution to Council Members ensuring that agreed protocols, standards and timetables are achieved.

Attend evening Committee/Council meetings to record attendance and decisions of the meetings and prepare minutes.

The Democratic Services Officer will be expected to assist in the formation of, overall policies to be followed in respect of the Authority's democratic and governance requirements and to produce in a timely manner all the information required for ensuring the Council can operate in a legal manner. Organising Councillor inductions and training where required in conjunction with the Town Clerk and other Officers.

Specific Duties & Responsibilities

1. To attend all Council and Committee meetings of the Council as required (Note: All Council meetings are held in the evening, generally Tuesday and Thursday)
2. To set up the Council Chamber in preparation for the meetings.
3. To record attendance and take accurate minutes during all meetings attended.
4. Produce accurate draft minutes for approval by the Town Clerk, Chairs/Vice Chairs of Council, Committees and Chairs' meetings within an agreed timescale.
5. Ensure all pre-publicity is published for upcoming Council/Committee meetings in accordance with legislation.
6. To prepare and publish an annual meeting programme, updating website, and maintaining meeting calendar.
7. Prepare and regularly update an annual Committee plan of action of agenda items.

8. In conjunction with the Town Clerk and other Officers as required, to collate all agendas, reports, and background information in good time to ensure adherence to legislation.
9. Monitor all actions and outcomes from all Committee meetings and Working Groups and inform relevant officers accordingly and thereafter monitor progress.
10. Publish the audio and video record of Council/Committee meetings ensuring compliance with General Data Protection Regulations.
11. Maintain Councillor attendance records.
12. To arrange all Working Groups, liaising with the relevant officers and Councillors as regards agendas, then publish and distribute notes produced (Note: attendance at meetings not necessarily required routinely)
13. Liaise with the Councillors as required in respect of Committee meetings and Working Groups.
14. Work closely with the Town Clerk and other Officers as regards upcoming agenda items, liaise with the relevant Chair of the Committee on the same.
15. Ensure all agendas, reports, notices, minutes etc are correctly published to the Council's website and noticeboards in a timely manner.
16. To liaise with Councillors appointed to Outside Bodies and receive feedback for sharing with the council.
17. To assist with the management of the Mayoral Diary, ensure correct ceremonial procedures are followed, and collate feedback from Mayoral visits for news stories.
18. To assist in the management of the Councillors Small Schemes funding liaising with the Chair and Vice Chair.
19. To assist and support the Town Clerk & management in general day to day work as directed and required.
20. To assist in undertaking investigatory and background work on behalf of the Town Clerk and other Officers in respect of future agenda items as directed.
21. To assist with ensuring that all legal, statutory, and other provisions governing or affecting the governance running of the Council are observed.

22. Liaise with, work alongside, and prepare any documents or processes as required or requested by the Internal or External Auditor in relation to democratic and governance arrangements.

23. To ensure a working knowledge is maintained of all new statutory instruments, changes to legislation and codes of practice, and to maintain an awareness of best practice within the sector as it applies to the democratic and governance arrangements of the Council. (Association of Democratic Services Officers Membership will be subsidised by the Council).

24. To monitor, alongside the Town Clerk and other Officers, and implement and ensure adherence to the adopted policies of the Council, including the suite of Standing Orders, to ensure they are achieving the desired result and where appropriate suggest modifications.

25. To oversee the updating of any register of Interests and information regarding members on the website.

26. To act as a representative of the Council as required.

27. To answer telephones and deal with visitors to the Council office when required.

28. To ensure that the Council always complies with all aspects of Data Protection and the GDPR legislation requirements where it impacts on the democratic and governance aspects of the Council.

29. To have due regard for your own health and safety and that of any colleagues who may be employed and the public and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.

30. To treat all colleagues, Councillors, partners, and members of the public with respect and equality

31. To attend relevant training courses as required by the Council.

Person Specification – Democratic Services Officer

	Essential	Desirable	Method of Assessment
Qualifications and Experience	<p>Good standard of general education (A Level or equivalent), particularly in written English.</p> <p>Experience in administrative and/or customer-facing roles.</p> <p>Familiarity with Microsoft Office applications and digital document handling.</p>	<p>Previous experience working in or with parish, town, or other councils, or within the public sector.</p> <p>Experience working with community groups or in governance-related environments is beneficial.</p> <p>Relevant professional qualifications in local government administration or democratic services are an advantage.</p>	<p>Certificates</p> <p>Application form</p> <p>References</p> <p>Interview</p>
Skills/knowledge	<p>High level of attention to detail and accuracy.</p> <p>Excellent written and oral communication skills.</p> <p>Strong numeracy and the ability to interpret and summarise debates concisely.</p>	<p>Understanding of the functions and responsibilities of parish and town councils.</p> <p>Awareness of legislation and statutory requirements related to</p>	<p>Application form</p> <p>References</p> <p>Interview</p> <p>Appraisal</p>

	<p>Competent ICT skills and the ability to use digital tools to support governance processes.</p> <p>Ability to manage meeting arrangements, agenda production, minute-taking, and follow-up procedures.</p>	<p>democratic services, including GDPR.</p> <p>Capable of liaising effectively with Councillors, officers, and community representatives</p>	
Personal Qualities	<p>Team-oriented with a collaborative working style.</p> <p>Self-motivated and able to manage workload independently.</p> <p>Positive, professional attitude and commitment to public service.</p> <p>Demonstrates integrity, openness, and respect for others.</p> <p>Willingness to take initiative, problem-solve, and support continuous improvement.</p>		<p>Application form</p> <p>Selection process</p> <p>References</p> <p>Interview</p> <p>Appraisal</p>

	<p>Flexible, with a readiness to attend evening meetings and travel locally as required.</p> <p>Commitment to personal development and training.</p> <p>Respects confidentiality and adheres to data protection principle</p>		
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