

Part-time Governance Support Officer

Job Description

Post Title: Governance Support Officer (Part-Time)

Employer: Bishop Auckland Town Council

Hours: 20 hours per week (shifts to be determined)

Salary: NALC Pay Scale LC1 (FTE £28,064-£30,060)

Location: Bishop Auckland (with some flexibility subject to council requirements)

Responsible to: Town Clerk

Role Purpose

The Governance Officer will support the Town Clerk in ensuring that Bishop Auckland Town Council operates effectively, lawfully, and in line with statutory requirements and best practice. The postholder will provide administrative and governance support, assist with audit processes, and help maintain robust governance systems and records.

Key Responsibilities

Governance & Compliance

- Support the Town Clerk in ensuring the Council complies with all relevant statutory and regulatory requirements.
- Monitor, review, and support the updating of Council policies, procedures, and governance documents to ensure they remain current and compliant.
- Maintain accurate and up-to-date governance records, including statutory registers and key documentation.
- Assist with internal and external audit processes and the support in the preparation of documentation.

Meetings & Decision-Making

- Facilitate Council and committee meetings, including scheduling, preparation, and administrative coordination.
- Prepare agendas in consultation with the Town Clerk and Chair, ensuring items are accurate, clear, and lawful.
- Take and produce accurate minutes and records of decisions in accordance with legal and procedural requirements.
- Ensure meeting documentation is properly recorded, published, and archived as required.

Risk Management

- Assist in maintaining and reviewing the Council's risk register and governance controls.
- Flag potential governance or compliance issues to the Town Clerk in a timely manner.

Administrative Support

- Provide general administrative support to the Town Clerk related to governance, compliance, and audit.
- Assist with document management, correspondence, and filing systems to support transparent and effective governance.
- Support continuous improvement of governance processes and administrative systems.

Person Specification

Essential

- Experience in an administrative or governance-related role, ideally within a public, voluntary, or local government setting.
- Strong organisational skills with the ability to manage multiple priorities and deadlines effectively.
- A clear understanding of the importance of effective communication when working with elected members, officers, and external stakeholders.
- Excellent attention to detail and accuracy.
- Ability to handle confidential information with discretion and professionalism.
- Ability to work independently while supporting a small team.
- 4 GCSE passes including maths and English

Desirable

- Knowledge of local government or town/parish council governance.
- Familiarity with audit processes and risk management.
- Experience working with elected members or senior officers.

Additional Information

- The post is part-time (20 hours per week), with working hours to be agreed.
- Salary will be based on the NALC pay scale, commensurate with experience.
- The role may require occasional evening attendance at meetings, with time off in lieu as appropriate.