



## **Stratford-upon-Avon Town Council**

- Role:** Democratic Services Officer
- Location:** Stratford-upon-Avon Town Council
- Salary:** £29,064 - £31,022 per annum (SCP 13-17)
- Contract:** Permanent, 37 hours per week with some occasional weekends and evening meetings for which overtime is paid.

This post is available on either a full-time or part-time basis. For part-time applicants, working hours are expected to be approximately 15–22 hours per week. Applicants are invited to indicate their preferred number of hours and days of work, which will be considered alongside the operational requirements of the Council.

CHRGs are partnering Stratford-upon-Avon council with the appointment of a new Democratic Services Officer. This is a key role supporting the Council's democratic, civic and governance functions. You will help ensure that meetings, decisions and civic activities are delivered professionally, transparently and in line with statutory requirements. The role combines committee administration, governance support and civic protocol, with responsibility for Mayoral support transferring fully to this post from 2027. You will also contribute to the delivery of major civic events and play an important part in supporting councillors, residents and partners across the town.

### **About You**

- Organised and detail-focused, able to manage agendas, minutes and governance records
- Clear, confident communicator with strong written skills
- Comfortable supporting formal meetings and providing procedural advice
- Professional and diplomatic, especially in civic and public-facing settings
- Adaptable and calm under pressure, able to manage competing priorities
- Interested in civic protocol and willing to learn ceremonial practice
- Confident with digital tools and able to update governance information online

## **What We Offer**

- A varied and meaningful role at the centre of local democracy
- The opportunity to support Stratford's civic traditions and major events
- Training and development, including support to build governance expertise
- Local Government Pension Scheme and generous annual leave
- A friendly, supportive team environment with a strong civic purpose
- A chance to contribute to the life of one of the country's most historic towns

## **How to apply**

Contact [recruitment@chrgs.co.uk](mailto:recruitment@chrgs.co.uk) for a candidate pack and application form.

**Closing date:** 5pm, 6<sup>th</sup> July 2026

**Interviews** will take place week commencing 20 July