**Governance Administrator – Part-time**

📍 *Selsey, near Chichester, West Sussex*

Are you looking for a role where your organisational skills and attention to detail make a real difference? Do you enjoy keeping things running smoothly behind the scenes? If so, we’d love to hear from you!

Selsey Town Council is looking for a **Governance Administrator** to join our friendly office team. This is a **part-time position (30 hours per week, Monday to Friday)**, offering variety, stability, and the opportunity to be part of an organisation that serves the local community.

In this role, you’ll work alongside the Clerk and Deputy Town Clerk to ensure the Council’s processes are well-managed and accurate. Your day-to-day tasks will include:

✅ Handling enquiries and welcoming visitors  
✅ Managing hall and wedding bookings and assist clients as appropriate  
✅ To ensure the booked halls are correctly laid out for the meetings or classes ✅ As directed, to schedule standard social media posts relating to Selsey Town Council, West Sussex County Council and Chichester District Council.

We’re looking for someone who is **organised, thorough, and able to juggle multiple tasks with ease**. Full training will be provided, making this a great opportunity to develop your skills in a structured and supportive environment. A good standard of English and IT literacy is essential.

If you're looking for a role where your skills are valued, and you enjoy working in a small but busy team, **apply today** and take the next step in your career with Selsey Town Council!

Benefits include a salary of £26,403 per annum, **pro rata**, and enrolment into the contributory Local Government Pension Scheme, together with 26 days annual leave, (three of which are taken over the Christmas holiday) pro rata, plus 8 bank holidays. Local parking is free.

If you're looking for a role where your skills are valued, and you enjoy working in a small but busy team, apply today and take the next step in your career with Selsey Town Council! Your application form (CVs are not accepted) setting out how you meet the requirements of the job and the person specification, should be emailed to the Town Clerk, robin.davison@selseytowncouncil.gov.uk, by **11.59 p.m**. on **Tuesday 30 September 2025**.

Previous applicants need not re-apply.