

Yeovil Town Council

Democratic Services Officer



37 hours per week including evening meetings and occasional weekends (permanent).

SCP 13 - 17: £29,064 - £31,022 (plus Local Government Pension Scheme)

Yeovil Town Council is seeking a highly organised Democratic Services Officer to support the effective administration of the Council's democratic and governance arrangements.


Working with the Leadership Team, you will be responsible for supporting Council and Committee meetings, including the preparation of agendas and minutes, maintaining governance documentation, and ensuring compliance with statutory and procedural requirements. You will act as a key point of contact for Councillors and provide advice on democratic procedures and good governance practice.

The successful candidate will have excellent administrative and communication skills, a high level of accuracy, and the ability to manage competing priorities. Experience in democratic services or local government is desirable, though candidates with relevant administrative or governance experience are encouraged to apply. Training and development opportunities, including CiLCA, can be supported.

For more information, please see the job description and job specification. For an informal discussion please contact Amanda Card, town.clerk@yeovil.gov.uk or Lucy Ryder, lucy.ryder@yeovil.gov.uk. To apply, please complete an application form. The job description, specification and application form are available at the address below or on our website.

Closing date: Friday 22nd May 2026 at noon.

Yeovil Town Council, Town House, 19 Union Street, YEOVIL BA20 1PQ

 01935 382424

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