

Yeovil Town Council



JOB SPECIFICATION

Democratic Services Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • A minimum of 5 GCSEs (Grade A*–C / 9–4), including English and Mathematics; or equivalent • Willingness to undertake training relevant to democratic services, governance and local government administration (i.e. Certificate in Local Council Administration (CiLCA)) 	<ul style="list-style-type: none"> • Two A Levels or equivalent qualifications. • Relevant qualification in local government administration, public administration, governance or a related discipline. • Introduction to Local Council Administration (ILCA)
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Strong organisational and administrative skills. • Proven experience of preparing agendas and taking accurate minutes of formal meetings. • Experience of providing guidance and support to elected members, officers or stakeholders. • Sound understanding of democratic processes, committee administration and governance arrangements. • Strong written, verbal and digital communication skills, with the ability to engage effectively with Councillors, officers, partner organisations and members of the public. • Proficiency in Microsoft Office applications (Outlook, Word, Excel) and electronic document management systems. • Experience of working collaboratively within a team environment. • Proven ability to manage multiple tasks, meet deadlines and work accurately under pressure. • Knowledge of confidentiality, data protection and 	<ul style="list-style-type: none"> • Experience working within a local authority or public sector organisation. • Understanding of Freedom of Information, Data Protection and transparency legislation. • Experience of using committee management or agenda-publishing software. • Experience of maintaining governance documents, policy libraries or statutory registers. • Experience of supporting Councillor induction, training or development.

<p>PERSONAL ATTRIBUTES</p>	<p>information governance principles</p> <ul style="list-style-type: none"> • Positive, professional and confident approach to work. • High attention to detail and commitment to accuracy. • Polite, tactful and effective communication with stakeholders at all levels. • Ability to prioritise tasks, meet deadlines and manage competing demands. • Ability to handle confidential or sensitive information with discretion and professionalism. • Adheres to organisational procedures, policies and systems. • Proactive and solutions-focused approach to problem-solving. • Self-motivated, adaptable and willing to learn and take initiative. 	<ul style="list-style-type: none"> • Demonstrated commitment to delivering high-quality public service and good governance.
<p>OTHER REQUIREMENTS</p>	<ul style="list-style-type: none"> • Willingness and availability to work evenings and occasional weekends to attend Council and Committee meetings. 	<ul style="list-style-type: none"> • Full, valid UK driving licence

April 2026