



Flitwick Town Council

Vacancy:	Administration Officer & Town Mayor's Secretary
Reports to:	Deputy Town Clerk & Responsible Finance Officer
Hours:	22.5 hours per week
Salary:	£15,804 (FT equivalent £25,989)
Probation:	6 months
Workplace:	The Rufus Centre, Steppingley Road, Flitwick, Beds, MK45 1AH
Days:	Monday, Thursday and Friday 8.30am - 5pm
Annual leave: years' service	26 days (pro rata) plus bank holidays rising to 31 days after 5
Pension:	Nest

About Us

Flitwick Town Council (FTC) is a third tier local Government organisation made up of three departments in the staff team: finance and general purposes, business and community.

We proactively work on aims set within our strategy and focus on exceptional service provision whilst owning and managing The Rufus Centre, a conferencing and events venue, and the Rendezvous Café.

The Town Council is also developing a new restaurant and retail space at 3 Station Road (former Barclays Bank building). Purchased in 2021 to preserve this prime space in the town centre, as the landlord of the building, FTC will be leasing the space to commercial tenants later this year.

There are 15 elected Members of the Council including the Mayor, Deputy Mayor, Leader and Deputy Leader. All Members volunteer their time to represent Flitwick residents and make key decisions for the community.

Our Members have expertise in a range of areas, such as finance, business and IT, which helps the staff team with their tasks.

Currently there are four committees:

- Business Improvement & Development Board
- Community Services
- Finance & General Purposes
- HR

In addition, there are two working groups, Planning & Improvement Working Group and Environmental Working Group, which comprise of Members and residents working together to deliver the best outcomes for the town.

The Town Council's areas of responsibility include:

- The Rufus Centre
- The Rendezvous Café
- The Hub
- Tractor Store
- 3 Station Road
- Manor Park
- Nature Park
- Millennium Park
- Hinksley Recreation Ground
- Music Park
- Station Road Recreation Ground
- Allotments (Station Road & Steppingley Road)
- Flitwick Burial Ground
- The Mount & Dew Pond
- 11 Play Areas
- War Memorial
- Bus Shelters

Working with us

Working for FTC has many benefits including automatic enrolment to the Nest Pension Scheme, a generous annual leave allocation and staff discount in the Café.

The Council has a dedicated HR Committee made up of Members who ensure that the duty of care towards staff is upheld.

At FTC we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Flitwick Town Council way.

Please get in touch if you would like to have an informal chat about the role.

We look forward to receiving your application.