

An exciting opportunity has emerged to join the District Council's Network (DCN) team to provide administrative and policy support.

The DCN is a member led network of 200 district councils. We are a special interest group of the Local Government Association (LGA), and are the national voice of District authorities.

We are seeking a talented and ambitious administrator with an interest in local government to support the smooth running of the DCN, ensuring we provide the best possible service to our members.

In the role you will be responsible for ensuring timely and professional communication to our membership and for the organisation of DCN events, conferences and meetings.

As well as this you will be responsible for maintaining a forward work programme for the DCN, ensuring we are able to proactively seize opportunities and ensure the effective delivery of core organisational activities.

You will also assist the DCN Director to provide well-researched briefings, consultation responses, reports, publications and presentations.

It is essential that you have strong organisational skills, are pro-active and used to working on your own initiative, are able to effectively build working relationships at all levels and have an understanding of working in a political environment.

If you believe you have the ability to play a key role in contributing to our success, we would like to hear from you.

We are offering this post on the basis of a secondment from a Local Authority or as a permanent post.

If you would like to find out more about the role please contact Hannah Ralph tel: 01508 533942 hralph@s-norfolk.gov.uk or Joanna Kitchener tel: 01508 533601 jkitchener@s-norfolk.gov.uk

Closing Date: Monday 15 February, 2016

Interviews will take place during the week commencing xxxxxxxx