



## **RECRUITMENT PACK – DEPUTY TOWN CLERK**

### **ADVERT**

At a time of growth and change for the historic market town of Crewkerne, the Town Council is seeking to recruit a pro-active, forward-thinking, community-minded Deputy Town Clerk. The Deputy Clerk will have a particular focus supporting the Planning and Highways Committee.

This job is varied and interesting, involving events organisation, identifying opportunities for grant funding, project management, deputising for the Town Clerk when required, and supporting and guiding our Town Councillors. No two days are ever the same in this role!

Previous experience in local government would be an advantage, but full training will be given. Candidates should either hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards it during the first year of employment.

The successful candidate will need to be self-motivated, able to work both independently and as part of a team and be focused on providing a quality level of service to the residents of Crewkerne. For an informal discussion about this post or to request an application form, please contact the Town Clerk on 01460 74001 or email [towncouncil@crewkerne-tc.gov.uk](mailto:towncouncil@crewkerne-tc.gov.uk).

SCP14-18, dependent on experience and qualifications (£23,484 - £25,419 FTE).

This post is for 35 hours per week and the post holder will be entered into the Local Government Pension Scheme. Flexible working by agreement with the Town Clerk. Attendance at some evening meetings is a requirement of the job, for which time off in lieu will be given.

Application forms can also be downloaded from the Crewkerne Town Council website: [www.crewkerne-tc.gov.uk/news](http://www.crewkerne-tc.gov.uk/news)

Closing date: 5pm on Monday 24<sup>th</sup> October 2022.

Interviews are likely to be held in the week commencing 31<sup>st</sup> October 2022.



## **JOB DESCRIPTION – Deputy Town Clerk**

**GRADE:** Scale Point 14 - 18, dependent on experience and qualifications (£23,484 - £25,419 pro rata).

**HOURS OF WORK:** 35 per week, including occasional attendance at evening meetings (and very occasional weekends for Council-led events), for which time off in lieu will be given.

**RESPONSIBLE TO:** Town Clerk.

**JOB PURPOSE:** To deputise for the Town Clerk, to manage the administration of the office, support Committee and Council meetings, deliver Council priorities, and to plan and coordinate Council-led events.

### **DUTIES AND RESPONSIBILITIES:**

#### **1. Assist and Deputise for the Town Clerk**

- To assist the Town Clerk to implement policies and procedures agreed by Council and ensure they are achieving the desired results, where appropriate reviewing effectiveness and suggesting amendments.
- To assist the Town Clerk to manage and maintain existing functions and develop the organisation, by assisting to resolve problems and encouraging improvements.
- In the Town Clerk's absence carry out statutory and delegated functions to ensure that the Town Council is run in a legal, organised and efficient manner.
- Manage and support staff in the absence of the Town Clerk.

#### **2. Office Administration**

- Manage the day-to-day administration of the Town Council office, in conjunction with the other officers and under the overall direction of the Town Clerk.
- Respond to problems reported by Councillors and deal with enquiries and issues raised by members of the public either in person, by phone or by email.
- Ensure that there is close communication between officers, to maximise the efficient running of the office.

#### **3. Event Management**

- Working closely with volunteers and other bodies, be responsible for the administration-related planning and coordination and management of Council-led events.

#### **4. Policies and procedures**

- Working with the Town Clerk and the Finance Officer, review and update insurances, leases, licenses, rents and policies.

#### **5. Meeting Administration**

- Attend meetings as required and in the absence of the Town Clerk and give advice regarding meeting protocol and legal procedures.
- In consultation with the Town Clerk and appropriate Councillors, draft agendas for the Council, Committees and other Council working group meetings.
- Draft minutes for the Council, Committees and other Council working group meetings, as agreed with the Town Clerk.
- Prepare reports for Council, Committees and other Council working group meetings.

## **6. General Administration**

- Receive and draft correspondence and documents on behalf of the Town Council, where appropriate bringing such documents to the attention of the Town Clerk, Councillors Council or Committees/working groups.
- Manage the fob entry system for the George Reynolds Centre and liaise with users and clubs over access arrangements.
- Assist with the production of the Council newsletter.
- Assist the Town Clerk in the compilation of the Annual Report.
- Liaise with officers of other organisations and public bodies to seek advice and information.
- Assist with social media communications and keeping the Town Council website updated.

## **7. General**

- To develop a good working knowledge of the duties, functions and processes of the Town Council, as well as the responsibilities of, and contacts in, the District and County Councils.
- To develop personal skills, knowledge and expertise related to the role through appropriate means agreed with the Town Clerk.
- To undertake such duties as may from time to time be allocated by the Town Clerk.

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
1. Education/Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree or HND level or NVQ level 4 or above</li> <li>• Minimum of Certificate of Local Council Administration (or willingness to obtain within the first 12 months of employment)</li> </ul>	<ul style="list-style-type: none"> <li>• Local policy or community governance qualification</li> <li>• Appropriate financial qualification</li> <li>• Relevant post-graduate qualification</li> </ul>
2. Work Experience	<ul style="list-style-type: none"> <li>• Experience or working in a business or professional setting</li> <li>• Experience of using manual/computerised systems, including all Microsoft Office applications</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using local council finance packages</li> <li>• Experience of working in a financial setting</li> <li>• Previous local government experience</li> <li>• Experience of minuting meetings</li> </ul>
3. Management Skills	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Ability to organise effective meetings and events</li> <li>• Manage self and meet targets and deadlines</li> <li>• Ability to cope with dynamic workload</li> <li>• Ability to consider the long term consequences of Council decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop and maintain a strategic plan</li> <li>• Understanding of the cycle of strategic and operational management</li> </ul>
4. General Skills/Knowledge and Aptitude	<ul style="list-style-type: none"> <li>• Able to produce reports on a range of subjects</li> <li>• Ability to problem solve in an inclusive manner</li> <li>• Ability to assimilate viewpoints and establish common understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of a local council's legal framework and operating environment</li> </ul>
5. Communication Skills	<ul style="list-style-type: none"> <li>• Ability to communicate in a clear and confident manner</li> <li>• Ability to work well with members of the public and community leaders</li> </ul> <p>Ability to present to a wide range of audiences</p>	<ul style="list-style-type: none"> <li>• Ability to operate within a political environment but act impartially and use open and fair processes</li> </ul>
6. Personal Qualities	<p>Ability and flexibility to grow with the role and undertake training</p> <ul style="list-style-type: none"> <li>• Ability to maintain good relationships with councillors, colleagues, contractors and the public</li> <li>• Self-reliant and self-motivated</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to work evenings and other antisocial hours occasionally</li> </ul>	
7. Other	Driving license and own transport to travel to different venues when required.	