



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

HADLEIGH TOWN COUNCIL
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Suffolk
IP7 5DN

TOWN COUNCIL MANAGER c.£40,000PA

COUNCIL CLERK £28,672- £32,234 pa higher for a very exceptional applicant

We have two opportunities for people with drive, ambition and a commitment to excel to join the Council at an exciting time. With a growing population nearing 10,000 this ancient market town is located between Ipswich and Sudbury and our offices are based in the historic Grade 1 Guildhall just off the Market Place.

Town Council Manager

The post holder will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of this role. As Town Council Manager you will be totally responsible for ensuring that words are translated into actions and will help to strategically lead the Council during a period of rapid growth and change. There are a number of challenges ahead, taking forward the Council's recent climate emergency declaration, marketing and overseeing the opening of a large extension to Hadleigh Cemetery and planned major projects for the Layham Road Sports Ground, managing the Guild Hall complex and taking on new unknown challenges facing the Council.

Applicants must be able to demonstrate skills in the management of staff, finance, IT and project management as well as being confident, creative, quick thinking and adapt well to change and above all have sound judgement and be an excellent communicator. You are likely to have a public sector background or similar experience, a degree level qualification in a relevant subject and be prepared to undertake further training as necessary.

Council Clerk

We recognise the need for the effective administration and management of meetings of the Council, its Committees and Working Parties, which is why we have created a new role to act as a centre of competence and lead administrator for the management of all meetings of the Council, to ensure that agendas and draft minutes are accurately produced and to give advice and guidance to Chairs both before and at meetings on points of practice, Standing Orders etc., You will be flexible, a team player and be able to work efficiently, effectively and have a can do attitude.

We recognise the importance of the CiLCA qualification and sound experience in the areas identified for this role and ideally you will already have this qualification or be prepared to undertake it in 12 months or have significant experience in Democratic Services at either District or County level.



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GENERAL INFORMATION RELATING TO BOTH POSTS

Both posts have a requirement to attend evening meetings, work occasional weekends and all reasonable hours to ensure deadlines are met and that any out of hours emergencies are dealt with as necessary.

Consideration will be given to part-time working in respect of both posts.

To work in partnership with Town Councillors but at the same time maintaining neutrality in your role.

These posts are permanent, subject to six months Probationary Period, and successful applicants will be entitled to join the Local Government Pension Scheme once probation has been confirmed. Full time hours of work are 37 per week, Monday to Friday and staff are encouraged to work flexibly.

Interviews will be the week commencing Monday 16th November 2020 via Zoom and candidates will be notified the preceding week.

For further information visit our website <http://hadleigh.suffolk.cloud/town-council/vacancies/>

Closing Date 1 pm Monday 9th November 2020. If you have any questions after reading the job pack, please email staff@hadleightowncouncil.co.uk to arrange a mutually convenient time for a telephone conversation.