



## **Redenhall with Harleston Town Council**

### **APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**c. £40,000 p.a.**

**dependent upon experience and qualifications**

**FULL TIME (37 hours a week)**

Due to the forthcoming retirement of the current Town Clerk, the Town Council is seeking highly organised and committed applicants for this key role which is responsible for all day-to-day organisation and management of the Council's services, staff, facilities and finances. You will need to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, interpersonal, accounting and IT skills in order to work successfully with staff, Councillors, external organisations, stakeholders and the community. Excellent verbal and written skills are essential.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required and will ensure that statutory and other provisions governing or affecting the running of the Council are observed.

The successful candidate will also be expected to:

- Provide advice to the Town Council on governance, constitutional and procedural matters
- Provide effective administrative support to the Town Council and its Committees
- Ensure the Town Council is properly constituted
- Manage information effectively in accordance with legal requirements

Ideally you should possess the CILCA qualification or be prepared to undertake it within 12 months, and have a sound understanding of local authority organisation and management.

The post is a permanent full time post, subject to a six months' probationary period, and the successful applicant will be entitled to join the Local Government Pension Scheme once the probation period has been successfully completed.

Full time hours of work are 37 hours per week, Monday to Friday and you will be expected to work flexibly, with regular evening and occasional weekend work.

Closing date for applications is 1pm Friday 4<sup>th</sup> December 2020. Interviews will be held the week commencing Monday 14<sup>th</sup> December 2020, via Zoom.



## **Redenhall with Harleston Town Council**

### **APPOINTMENT OF DEPUTY TOWN CLERK (New post) c. £28,000 p.a. pro rata dependent upon experience and qualifications**

#### **PART TIME (25 hours per week) 12 month contract initially**

The Town Council is seeking to appoint a forward thinking and proactive Deputy Town Clerk to support the Town Clerk and the Council's operations. The Deputy Town Clerk will have shared responsibility for ensuring that the instructions of the Council are carried out and to work actively with elected members to help develop existing services. You will be flexible, a team player and be able to work efficiently, effectively and have a 'can do' attitude. A knowledge of business operations would be advantageous.

Responsibilities will include management of staff in the Council's Leisure Centre and liaison with external bodies using the Leisure Centre, ensuring compliance with legislation relating to the employment of all Council staff and undertaking all necessary activities in connection with the management of HR.

You will be expected to deputise for the Town Clerk during periods of absence and would need to be familiar with the commitments and operations of the Town Council in order to ensure the smooth running of day to day operations during this period.

The post is initially for a 12-month contract, subject to a six months' probationary period, and the successful applicant will be entitled to join the Local Government Pension Scheme once the probation period has been successfully completed.

Part time hours of work are 25 hours per week, days to be agreed, and you will be expected to work flexibly, with some evening and occasional weekend work.

Closing date for applications is 1pm Friday 4<sup>th</sup> December 2020.

Interviews will be held the week commencing Monday 7<sup>th</sup> December 2020, via Zoom.

## GENERAL INFORMATION RELATING TO BOTH POSTS

### **Please read the information in this document before you complete your application form**

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

You will work in partnership with Town Councillors but at the same time maintain neutrality in your role.

Only completed application forms will be accepted, please do not send C.V.'s

You will need to make clear in your application form:

- Why you are interested in the position
- What relevant skills and experience you have (please refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

Please return forms either:

- Via email marked Private and Confidential to [clerk@harleston-tc.gov.uk](mailto:clerk@harleston-tc.gov.uk)
- Or by post in a sealed envelope marked Private and Confidential to Lynda Ling, Town Clerk, Harleston Town Council, Council Office, Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk IP20 9DD

If you have any questions after reading the job pack, please email [clerk@harleston-tc.gov.uk](mailto:clerk@harleston-tc.gov.uk) to arrange a mutually convenient time for a telephone conversation.

For further information visit our website <http://harleston-tc.gov.uk>

Any candidate requiring special circumstances for an interview should make this known at the time of their application. This will not affect the assessment of any candidate but is to ensure the Council can put appropriate measures in place.

For further details and an application pack for both posts visit [www.harleston-tc.gov.uk](http://www.harleston-tc.gov.uk) or email [clerk@harleston-tc.gov.uk](mailto:clerk@harleston-tc.gov.uk)

Redenhall with Harleston Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.