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APPOINTMENT OF TOWN CLERK

Salary SCPs 48 - 51 (£40,388 - £43,288)

(Higher scale considered for an outstanding candidate) (Plus LG Pension Scheme)

XXXXXXXXXX, is seeking to recruit a Town Clerk to replace the current post holder, who is retiring at the end of XXXXX.

The Town Clerk is responsible for the management of the Town Council's staff, services and facilities and will be required to work in partnership with the public and other organisations. Applicants will need to demonstrate a proven track record in administration, financial management, together with the necessary skills in staff leadership, communication and strategic thinking.

Applicants are also required to demonstrate an ability to promote and guide the Council's policies, service delivery and development of its Forward Plan. A good all round knowledge of local government and interaction with Councillors would be a necessity.

Applicants will already hold, or be prepared to undertake within a specified period, the Certificate in Local Council Administration, or the Certificate of Higher Education in Local Policy awarded by the University of Gloucester, together with a certificate of the Power of Wellbeing.

Applications are invited for this challenging full-time post, where the successful candidate will have exciting opportunities to assist the Council in achieving Quality Council Status and shaping its vision for the future.

In the first instance please send in a letter of application together with a personal statement and C.V. which should be marked personal, at the address below by noon on XXXXXXXX. Interviews to start week beginning XXXXXXXX.

Appointment of Clerk to the Council & Responsible Financial Officer

Salary SCP 52-55 (£44,820 - £48,260)

Plus Local Government Pension Scheme

Applications are invited for this challenging full time post which will become available following the retirement of the current post holder in XXXXXXXX.

The role demands good leadership, self-motivation, administrative, financial and interpersonal skills, enthusiasm for the community, lateral thinking and an ability to forge strong partnerships. You will be determined that the Council will meet local government best practice standards and will ensure the efficient and effective implementation of Council decisions. You will also ensure that the Council is prepared well for the future and maximises opportunities to serve the community well, including through exploring new opportunities and accessing grants.

The successful candidate will have a proven track record in administrative and financial management. The successful candidate will already hold, or be prepared to undertake, the Certificate in Local Council Administration (CILCA).

An application pack can be obtained by email, phone or in writing from:

TOWN CLERK AND RESPONSIBLE FINANCE OFFICER

£34,860 - £43,288 per annum

(depending on qualifications and experience)

XXXXXXXXXXXX has 15,000 residents and the total income of the Council is about £750,000 a year. There are 15 Councillors and the Mayor is also Chairman of the Council.

The Council runs a Charter street market on Saturdays and is the owner and operator of a unique open air Sea Water Pool. It is also responsible for approximately 200 acres of playing/sports fields and other amenity areas. There are 17 employees including 8 outside staff whose supervisor reports directly to the Town Clerk.

The Council needs to recruit an exceptional individual who is both a leader and strategist with particular experience of Local Government finance and budgetary control and who also has the ability to maintain constructive relations with other agencies. The appointment is full time. Previous experience as a Town Clerk would be helpful.

Further information including a Person Specification/Job Description and application form can be obtained from
XXXXXXXXXXXX

**Town Clerk & Responsible
Financial Officer**

Salary: £44,820 - £48,260 (scp 52 - 55)

Following the retirement of the existing postholder, applications are invited from persons having suitable qualifications for this challenging full-time post. You will need to ensure the satisfactory and prompt implementation of Council decisions and to demonstrate an ability to establish and maintain good working relationships with local, regional and national bodies. You will have a proven track record in administrative and financial management, together with the necessary skills in staff leadership, communication and organisation. Ideally you will already hold, or be prepared to undertake the Certificate in Local Council Administration (CILCA), or equivalent within 12 months of taking up the post.

An application pack with full details of this post can be obtained by calling XXXXXXXXXX or by emailing XXXXXXXXXX

TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER

Salary Range: LC3 SCP 30 – 34 (£25,472 - £28,636)

XXXXXXX Town Council is seeking to recruit a new Town Clerk / Responsible Financial Officer to replace the current post holder who will be retiring at the end of XXXXXXXX

The Town Clerk / RFO is responsible for the day-to-day management of the Town Council's services and facilities and is required to work in partnership with other statutory bodies and the general public to improve delivery of services to our community. The successful applicant will be able to develop opportunities presented by the recent creation of the unitary XXXXXX Council. If you have excellent communication and organisational skills, the ability to develop effective working relationships with a variety of organisations and an understanding of the local government sector, then we would like to hear from you. The successful candidate will hold, or be prepared to undertake, the Certificate in Local Council Administration (CILCA). Additionally, experience of project management would be an advantage.

Starting salary, and progression beyond the above scale, will be dependent on relevant qualifications and experience.

An Application Form and Job Description are available from:

Closing date for receipt of applications is XXXXXXXXXXXXXXXXXXXX

Interviews will take place during week commencing

TOWN MANAGER

£27,894 to £30,011

The Council is seeking a Town Manager to create and sustain active relationships with community representatives, organisations and businesses and develop a healthy and sustainable environment for visitors and residents alike.

The successful candidate will have excellent interpersonal and presentation skills, high levels of self-motivation and an awareness of performance management. Current projects include regeneration of town centre sites, town events co-ordination and ongoing involvement with the Business Investment District initiative.

The post is a full-time appointment based in offices in XXXXXX Town Centre. The Council is an accredited employer, offering generous pension, leave and other entitlements.

Application forms are available from the address below or online at www. XXXXXXXXXXX

If you wish further information or an informal discussion about the post contact the Town Clerk, XXXXXX.

APPOINTMENT OF TOWN CLERK, PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER

Salary SCs 43 to 47 (£35,953 to £39,460) (plus LG pension Scheme)

Applications are invited for this challenging full-time post from persons having suitable qualifications relevant to local government. You must demonstrate an ability to promote and guide the Council's community policies and service delivery. We need high levels of motivation, leadership and an extensive knowledge of local government law and finance, as well as an ability to ensure that the Council meets "best practice" standards throughout its areas of responsibility. You will need to ensure the satisfactory and prompt implementation of Council decisions and to demonstrate an ability to establish and maintain good working relationships with other local, regional and national bodies. You should also be able to implement the necessary civic protocols and events relating to the Mayoralty.

Application pack (which may also be obtained electronically) is available from the undersigned, to whom applications must be returned by XXXXXXXX.