

LYTCHETT MINSTER & UPTON TOWN COUNCIL



Recruitment of Deputy Town Clerk

**Job Description
Person Specification**

April 2026

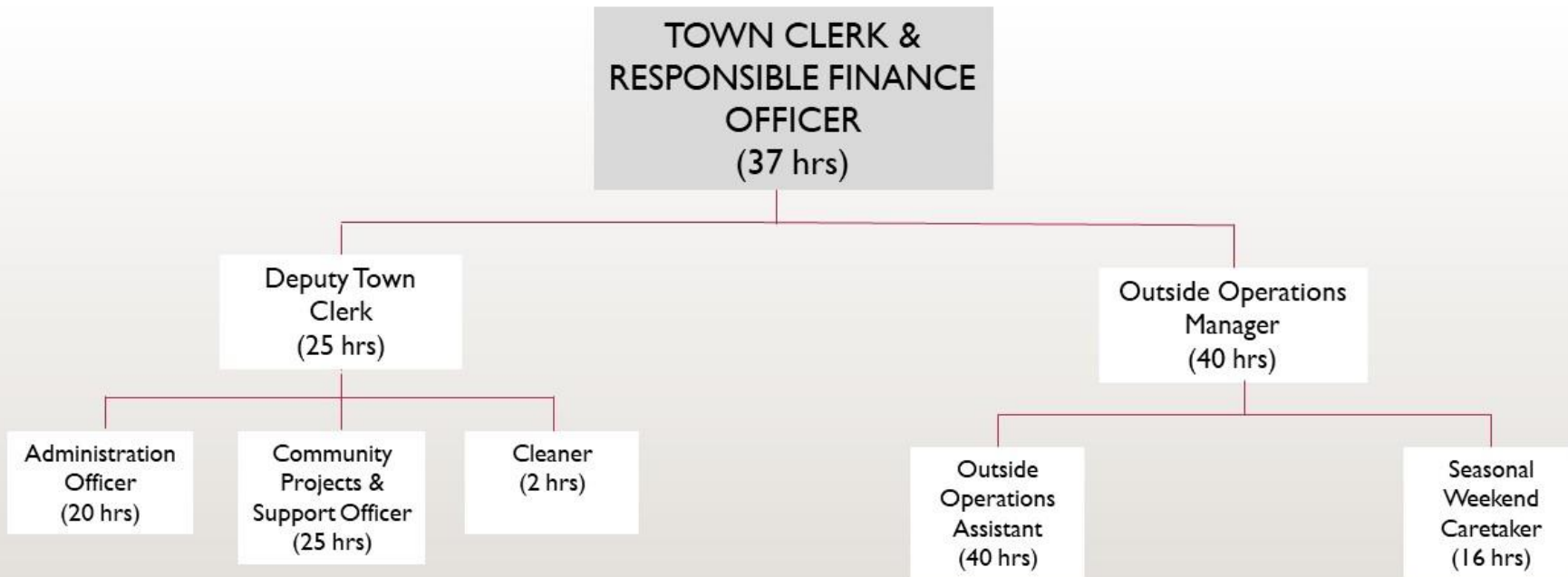
As Deputy Town Clerk, you'll be involved in helping deliver a range of high-quality services across the Council's portfolio of responsibilities, including supporting the Town Clerk in key management tasks (strategic, HR, legal and contractual) as well as getting involved in project based work to make a real difference in our town. You would also play a key role in day-to-day operations, community engagement and asset delivery for the town. The role would ideally be suited to someone who is professional, organised with strong communication skills and who is either CiLCA qualified or willing to support training.

The Town Council is a democratically elected body of 15 Councillors, supported by a team of 8 staff, and has a key role in promoting the town, facilitating town maintenance and events and providing community leadership. It is a thriving and dynamic town council, embracing change and ensuring it takes advantage of the opportunities this offers while engaging with our local community. Located in the South East of Dorset, the town comprises of the historic village of Lytchett Minster with the larger, modern residential area that is Upton. It has a flourishing population of 8,648 amongst which there is a strong sense of community. The successful candidate will play a central role in overseeing and progressing a number of high-profile community projects.

Honesty, integrity and professionalism are essential qualities for this role, along with the ability to work independently, manage competing priorities and adapt to, and implement, change when required.

Previous experience in Local Government is not essential, however experience in administrative roles, managing meetings and managing projects or community initiatives would be beneficial.

LYTCHETT MINSTER & UPTON TOWN COUNCIL STAFFING STRUCTURE



JAN 2026

Job Title	Deputy Town Clerk
Line Manager	Town Clerk
Salary	<p>SCP 33 (NJC scale) depending on experience and qualifications</p> <p>£44,075 (FTE)</p> <p>£29,780 (Pro Rata)</p> <p>Employment is on National Joint Council 'Green Book' terms and conditions, including an annual holiday entitlement of 23 days rising to 28 days after 5 years' service, paid time off for public holidays including two extra statutory days per year to be taken over the Christmas break.</p> <p>Additional hours may be taken as TOIL and managed within the requirements of the Council operations.</p> <p>Membership of the Local Government Pension Scheme</p>
Nature of Contract	Permanent
Probationary Period	This role is subject to satisfactory completion of a six-month probationary period.
Qualifications & Experience	Relevant local government or similar experience. Must hold as a minimum, or be prepared to study for, the Certificate in Local Council Administration (CiLCA).
Full Time/Part Time	25 hours per week (including some evenings & weekends) Flexible working arrangements will be considered.
Location	Council Offices, 1 Moorland Parade, Moorland Way, Upton BH16 5JS (or hybrid, if and when agreed)

Method of Application	<p>Application form only. (CVs alone will not be accepted).</p> <p>Please return completed application forms (including the monitoring form) either:</p> <ul style="list-style-type: none"> - via email marked Private & Confidential to clerk@lytchettminsterandupton-tc.gov.uk - or by post in a sealed enveloped marked Private & Confidential to: Kate Osborne, Lytchett Minster & Upton Town Council, 1 Moorland Parade, Moorland Way, Upton, Dorset BH16 5JS
Closing date	Friday 1 May 2026, 12 noon.
Interviews	Interviews to take place at the Council Offices during w/c 11 May 2026.
Starting date	Date to be agreed with the successful candidate.

Lytchett Minster & Upton Town Council

Deputy Town Clerk

Job Description

Job Title: Deputy Town Clerk
Post No: LMUTC 10
Hours: 25 hours per week
Section: Administration
Reporting to: Town Clerk

Main Duties and Responsibilities – Deputising for Town Clerk

1. Support the Town Clerk, as required and deputise in their absence, carrying out all strategic duties and functions required by law of the local authority and ensuring that any other provisions governing or affecting the running of the Council are observed and lead the Council staff team to ensure that service delivery is maintained and the priorities of the Council are met.
2. Be responsible for signing off the summons, agendas and reports, and the keeping of minutes and records for meetings of the Town Council and its Committees and Sub-Committees where delegated or required by the Town Clerk.
3. Work effectively with Councillors and Committees, providing advice and support and agreeing action plans and reporting back as required.

Strategy, Policy and Project Management

1. Work alongside the Town Clerk and the Council in the development and delivery of the Council's Vision, Aims and Objectives and assist in the communication of that vision and priorities both internally and externally.
2. To participate in new initiatives and future changes in delivering improvements in the Council's operations.
3. Assist and support the Town Clerk and Council to plan and deliver new projects and initiatives, including taking project management responsibility for specific projects and upward reporting to Council and the Town Clerk.
4. Undertake a programme of policy work, developing, reviewing, implementing, and monitoring policies, ensuring that all legal, statutory and other provisions governing or affecting the running of the Town Council are observed.
5. Ensure that activities undertaken by the Council are delivered in accordance with best practice and regulation, meet the needs of customers, and are effectively communicated and promoted.
6. Keep updated on changes in national and regional policy and legislation which impact on the Council's activities and ensure they are brought to the Council's attention.

Financial Responsibilities

1. To work with the Responsible Financial Officer to manage and administer the Council's financial and governance affairs in accordance with relevant legislation, regulations, policies, and guidance.
2. Prepare Council reports for Council and Committees as required. These reports will cover budget monitoring, fund balances, receipts, payroll, payments of accounts and other relevant financial matter.
3. To contribute to the development of Council budgets and the annual review process, working alongside the Town Clerk.

Meeting Administration

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

Office Administration

1. 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.
2. 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.
3. Ensure that there is close communication between officers, to maximise the efficient running of the office.

Human Resources

1. To line manage specific members of staff including the Administration Officer, Community Projects and Support Officer and Office Cleaner.
2. Assist the Town Clerk, as necessary in the wider administration of policies, for example in grievance and disciplinary matters.
3. Manage recruitment and selection processes for vacancies within the Town Council, in line with the Council's recruitment policy.

Partnership Working

1. Develop and maintain partnership arrangements with a range of organisations including, but not limited to, Dorset Council, other Parish and Town Councils, the Community and Voluntary sector, and other public sector bodies.
2. Represent the Council on working groups and other partnerships, ensuring the Council's position and goals are effectively advocated and represented.
3. Generally act as the representative of the Council, as required.

Personal Development

1. To attend training courses or seminars on the work and the role of the Deputy Town Clerk as required by the Council.

2. To seek out opportunities for personal development and self-improvement and to continually develop professional skills and knowledge
3. Maintain an up-to-date awareness of national, regional, and local policy matters that are relevant to the sector and the delivery of services.

Other Responsibilities

1. 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 County Council.
2. Comply with the Town Council's policies and procedures at all times.
3. To develop personal skills, knowledge and expertise related to the role through appropriate means agreed with the Town Clerk.
4. Adopt a flexible approach to working hours with an ability to work outside normal office hours, to include regular evening meetings and occasional weekends as required by the business
5. To undertake such other responsibilities and functions as may be required from time to time by the Council, commensurate with the duties and responsibilities of the post.

Lytchett Minster & Upton Town Council

Deputy Town Clerk

Person Specification

CATEGORY	ESSENTIAL	DESIRABLE	HOW ASSESSED
Education, Training and Qualifications	<ul style="list-style-type: none"> • GCSE Maths and English (Grade 5, previously C and above). 	<ul style="list-style-type: none"> • CiLCA qualification, Degree or equivalent. • Other relevant recognised professional qualification 	Application form
Competences (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Excellent organisational, communication and leadership skills. • Ability to work independently and advise elected members professionally. • Experience in managing people, assets and resources and developing a team of staff. • Ability to manage projects, delivering results to timescale and within budget. • Have a strong working knowledge of financial resource planning and budgetary control. • Ability to research and identify relevant information and act on it in a timely way. • Cheerfulness, patience and a creative can-do attitude in relation to identifying and dealing professionally and effectively with challenges and problems. • The ability to exercise mature and good judgement, behave with discretion and 	<ul style="list-style-type: none"> • Experience of local government administration. • Knowledge of local government law, finance and governance. • Previous experience as a Deputy Clerk. • A working knowledge and understanding of local government structure and practices including the powers and duties of a Town Council. 	Application form and interview.

CATEGORY	ESSENTIAL	DESIRABLE	HOW ASSESSED
	<p>maintain confidentiality appropriately.</p> <ul style="list-style-type: none"> • Integrity and professionalism in undertaking all duties. • High standards of integrity and confidentiality. • Professional, impartial, and politically neutral. 		
Community and Partnerships	<ul style="list-style-type: none"> • Experience of community engagement. • Can develop and maintain relationships with staff, local authorities, other public and private sector partners. • To have a heart for public service within the community. • Experience of working with community groups and managing volunteers. • Demonstrated capability working within a small team to provide ad hoc and if necessary, hands-on support for colleagues to ensure service delivery. 	<ul style="list-style-type: none"> • To be able to demonstrate leadership in managing change for staff, organisations, resources and engagement with key stakeholders. 	Application form and interview.
Staffing	<ul style="list-style-type: none"> • Enthusiasm and willingness to contribute to the effective functioning of a small staff team as a supportive and trusted colleague. • An ability to both give and receive constructive criticism and contribute positively to improvements in your own work and that of colleagues. • Able to provide leadership on behalf of the Council to employees, Members, and the community. 		Application form and interview.
Technology and Social Media	<ul style="list-style-type: none"> • Proactive and confident in the use of IT solutions (e.g., file sharing), website management and a range of social media 		Application form and interview.

CATEGORY	ESSENTIAL	DESIRABLE	HOW ASSESSED
	<p>and virtual meetings.</p> <ul style="list-style-type: none"> • Good IT skills and fully conversant with Microsoft Office applications. <p>Experience of keeping websites up to date, or willingness to learn.</p>		
Other requirements	<ul style="list-style-type: none"> • Understanding of the requirement to work hours to meet the work of the council which will include evening and occasional weekends. • Willingness to undertake training and take responsibility for own professional development. • Full driving licence and access to own vehicle. 		Application form and interview.

