



Recruitment of Deputy Town Clerk

Salary Scale: LC3 SCP 33-38 (£36922-£41881 pro rata) (pay award pending) (plus Local Government Pension Scheme)

Part Time: 25 hours per week.

Lytchett Minster and Upton 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. You could be part of this by working at the heart of the council, supporting the clerk in all areas of responsibility but also taking ownership of assigned projects or activities.

The town council has 15 councillors and committees covering Amenities, Environment, Planning and Finance and Administration. The council has representatives on many groups and organisations – such as those linked to Dorset Council and others outside the local government sector. The staff structure is made up of 3 officers and 3 outside staff.

The town council is seeking to appoint a forward thinking and proactive Deputy Town Clerk to support and deputise for the Clerk and Responsible Financial Officer in undertaking the work of the council, and to work closely and actively with the clerk and elected members to develop services. The key duties and responsibilities are detailed in the job description and person specification which can be found here.

Applicants must be able to demonstrate that they have relevant experience and a track record of achievement, innovation and commitment to public service. They must also be motivated and community focused and possess sound communication and organisational skills.

A Certificate in Local Council Administration (CiLCA) qualification is desired, and the willingness to work to achieve this is essential, as is knowledge of local government organisation and procedures.

The closing date for receipt of applications is 12 noon on 23 December 2021. The provisional date for interviews is w/c 17 January 2022.

For an informal discussion about the post contact Karen Cane, PSLCC, CiLCA Town Clerk & Responsible Financial Officer. Telephone 01202 632070 or email clerk@lytchettminsterandupton-tc.gov.uk

You will need to make clear in your application form:

- Why you are interested in the position, what you can bring to the role and how you believe you can help the Council deliver its main priorities
- What relevant skills and experience you have (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.

Only completed application forms will be accepted, please do not send CVs.

References will be taken up for all shortlisted candidates

Please return forms either:

- via email marked Private & Confidential to clerk@lytchettminsterandupton-tc.gov.uk
- or by post in a sealed envelope marked Private & Confidential to Karen Cane, PSLCC, CiLCA at Lytchett Minster and Upton Town Council, 1 Moorland Parade, Moorland Way, Upton, Dorset, BH16 5JS

Lytchett Minster and Upton Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

Key terms and conditions

Salary	LC2 SCP33-38 (£36,922-£41,881 – pro rate for 25 hours).
Payment of Salary	Paid monthly by BACS
Probationary Period	The post is subject to a probationary period of 6 months
Conditions of Service	In accordance with the National Joint Council for Local Government Services
Pension	Membership of the Local Government Pension Scheme is automatic unless you choose to opt out. It is a defined benefit pension scheme based on a Career Average Revalued Earnings (CARE) basis.
Hours	25 hours per week. Flexible working is in operation. Attendance at evening meetings and very occasional weekend working will be required. It may be necessary for the post-holder to work in excess of these hours on occasions to meet deadlines in which case time off in lieu/overtime will be granted.
Place of Work	Lytchett Minster and Upton Town Council Offices, 1 Moorland Parade, Moorland Way, Upton, Dorset, BH16 5JS. Working from home may be permitted on occasion with the agreement of the Clerk and may be required for longer periods due to the current pandemic. The Town Council will provide a laptop and guidance on the setting up of an ergonomically friendly home work station. The post holder is responsible for ensuring their own health and safety while working at home.
Benefits	The Town Council will sponsor any relevant job related training (subject to budget constraints).

The Town Council will support SLCC membership and encourages CPD.

Leave Entitlement

Annual leave starts at 22 working days plus two additional statutory days plus Bank Holidays (pro rata) and increases after five years of service. Continuity of relevant service will be honoured.

Expenses

A car mileage allowance is payable for authorised business travel which excludes normal travel to and from home to place of work.

Job Description

Job Title: Deputy Town Clerk

Introduction

Lytchett Minster and Upton Town Council is a thriving town in Dorset with a population of approximately 9000 and a budget of approximately £300,000. There are 15 Councillors; Council plus 4 committees, and several working groups which meet regularly, mainly in the evening.

Job Summary

- **The post holder will support and deputise for the Town Clerk and Responsible Financial Officer and is accountable to that post holder and accountable for the Operations Team.**
- To proactively assist in the development, promotion and implementation of the Council's policies, strategic plans and services.
- To ensure that the management and administration of the Council's statutory functions, financial affairs, and projects are carried out effectively and that business continuity is maintained.

Main Duties and Responsibilities

To work with the Town Clerk and Responsible Financial Officer as follows:

1. To take responsibility for projects or activities as may be directed by the Clerk.
2. To support elected members, committees and working groups by preparing for and clerking Council meetings, ensuring accurate minutes are prepared and agreed.
3. To advise the elected members on the statutory duties placed on the Council and individuals, and ensure that all decisions are lawful and that they are implemented.
4. To manage the Council's communications and promotional activities.
5. Overall management responsibility for the Council's Operations Team.
6. To liaise with and represent the Council with the community, other public bodies and organisations, face to face, through the website and social media.
7. To work with the Town Clerk and elected members to develop and implement a strategic plan and to work collaboratively with Dorset Council, and local Town and Parish Councils, and other statutory and non statutory groups to develop Council Services.
8. To assist in the management of the financial affairs of the Council, including the preparation of the annual budget, and the monitoring of income and expenditure in accordance with Financial Regulations for the areas of the Councils work as designated by the Town Clerk.
9. To be a Prime Keyholder for the Council Offices and all other Town Council properties and gated areas.
10. To carry out other duties as may be required from time to time

Essential Requirements and Qualifications

- Educated to A Level or above
- CILCA qualified (or currently undertaking/or willing to work towards)
- At least 3 years' experience working in a similar role.

Person specification

	Essential	Desirable
Educational qualifications	Educated to A level or equivalent	HND or degree, and /or professional / management qualification
		PSLCC or FSLCC CILCA
Work experience	3+ years working for a Parish or Town Council in a similar role	
	Budget management and financial planning. Numerate with good attention to detail.	Omega Accounting Software Sage Cloud Payroll Pear Mapping/Asset Management
		Staff management
	Project management skills	
	Administration of meetings	
	Local government legal and regulatory requirements	
		Lease management and reviews
		Forward or strategic plans
		Community engagement
Skills, knowledge and aptitude	ICT literate and competent user of standard MS Office software.	Vision ICT web site management/ Video conferencing
	Loyalty and discretion are essential to the role.	
	Able to work alone and on own initiative or as part of a team.	Production of newsletters and promotional material. Publisher/CANVA
	Well organised, able to prioritise effectively; proactive.	
	Self-motivated with creative and problem solving skills.	
	Communication skills; face to face, website, written and social media	
	Writing skills: Able to take clear and accurate minutes of meetings; to prepare clear and concise reports, and to write general correspondence.	

Other	Committed to self-development		
	To demonstrate or be prepared to acquire knowledge of the Town and its surrounds.		
	Able to work flexibly, including attending evening meetings		
	Full clean driving licence and own transport		