



Recruitment of Deputy Town Clerk

Salary Scale: SPC 34 – 36 (£37,890 - £39,880 per annum) (plus Local Government Pension Scheme. Full time: 37 hours per week.

Wareham 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.

Wareham is a Saxon Town in Dorset and is the gateway to the Isle of Purbeck, lying south-west of Poole and on the river Frome. It is a thriving market town where the past and the present co-exist happily.

The Town Council has 16 Councillors and committees covering Amenities, Policy, Resources and Finance, Planning and Transport, Museum and Personnel. The Council has representatives on many groups and organisations – such as those linked to Dorset Council and others outside the local government sector. The new staff structure is made up of 5 officers and 4 outside staff.

Wareham Town Council aims to deliver services of the highest quality whilst providing value for money. It endeavours to promote the wishes of local residents through consultation and by representation to Dorset Council. The Town Council is political, currently Liberal Democrat led. The Town Council aims to act in the best interests of residents of Wareham and conducts its business in an open and democratic manner.

The Town Council is experiencing a number of challenges and opportunities which, following a full staff review, has led to the creation of the new post of Deputy Town Clerk. The Council is about to develop its first Corporate/Strategic Plan and the post holder will be fundamental in ensuring that the Council meets its objectives. The Council is also working on a Neighbourhood Plan, which has just been submitted to Dorset Council for consultation, and a Climate Change Action Plan.

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** below.

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 essential, as is knowledge of local government organisation and procedures.

The closing date for receipt of applications is Friday 26 February 2021. The provisional date for interviews is 11 March 2021. Please send applications to vanessa@wareham-tc.gov.uk

For an informal discussion about the post contact Vanessa Ricketts, Town Clerk & Responsible Financial Officer. Telephone 01929 553006 or 07496 109571

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:

- Preferably, via email marked Private & Confidential to vanessa@wareham-tc.gov.uk
- or by post in a sealed envelope marked Private & Confidential to Vanessa Ricketts at Wareham Town Council, Town Hall, East Street, Wareham BH20 4NS

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

Key terms and conditions

Salary	SPC 34-36 (£37,890 - £39,880 per annum)
Payment of Salary	Paid monthly by BACS on the last working day of the month
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	37 hours per week. Flexible working is in operation. Attendance at evening meetings and 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 will be granted.
Place of Work	Wareham Town Council Office, Town Hall, East Street, Wareham BH20 4NS. 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 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

Wareham Town Council is a thriving Saxon market town in Dorset with a population of approximately 6000 and a budget of approximately £500,000. There are 16 Councillors; Council plus 5 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 Town Hall 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 with the commitment to attain the qualification before commencement of employment – evidence of EMMA progress required).
- 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
	CILCA qualified	PSLCC or FSLCC
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.	AdvantEdge financial software and Sage Payroll.
		Staff management
	Project management skills	PRINCE 2
	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
	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		