

BAILDON TOWN COUNCIL

Vacancy for a Town Clerk (October 2021)

Baildon Town Council is an active council that is seeking to appoint a forward thinking, highly motivated and enthusiastic person to take on the post of Town Clerk to the Council.

The post is full time (30-37 hours) per week, dependent on the candidate. The hours of work are flexible except for attendance which will be required at evening committee meetings throughout the year.

Salary in accordance with National Joint Council recommendations (NJC scale 24 – 28 £28,672 - £32,234) dependent on qualifications and experience.

Duties will include, acting as legal advisor to the council which involves learning the relevant legislation, preparation of the agenda, minute taking, and supporting Councillors in wide ranging project work. Compilation of correspondence, filing, and accounts. In addition, the Clerk is responsible for the management of local services including Bracken Hall Countryside Centre.

Applicants should be able to demonstrate that they have:

- * a wide range of skills, including excellent communication, organisational and administrative abilities. Must be IT literate and able to use the Microsoft Office suite.
- * a good understanding of local government structure, or be able to show they have the potential and willingness to learn with training,
- * Management experience and the capacity to work as part of a small team.

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification will be provided.

The closing date for receipt of applications is noon, on Tuesday the 26th of October 2021. Interviews will be held on Thursday 4th of November.

To apply for the post, please download an application form, person specification and job description from our website using the following link, <https://www.baildowntowncouncil.gov.uk/documents.html#item-1512044> alternatively you can e-mail enquiries@baildowntowncouncil.gov.uk for an application pack.

If you wish to discuss the post, please contact the Town Clerk, Louanna Winch on 07938 062814 or via email at clerk@baildowntowncouncil.gov.uk