

# **BAILDON TOWN COUNCIL**

## **An exciting opportunity to make a difference**

Baildon Town Council is a small dynamic organisation which aims to improve the quality of life in Baildon. 2022 promises to be an eventful year, can you help?

The town council is currently seeking to appoint a forward thinking and enthusiastic person to fill the post of Deputy Clerk. The Post Holder will also be the deputy for the statutory roles of the Proper officer.

Applicants should be able to demonstrate that they have:

- \* a wide range of skills, including excellent communication, organisational and administrative abilities.
- \* a working knowledge of local government law and procedures, or be able to show they have the potential and willingness to learn with training,
- \* the capacity to work as part of a small team.

The hours of employment will be 30 hours per week, (although this can be flexible down to 25 hours per week) which will usually be worked over four to five days a week, but the demands of the role will require some flexibility. Attendance will be required at evening committee meetings throughout the year.

The salary scale is (NJC scale 18 – 23 £24,982 - £27,741)

The closing date for receipt of applications is 9am, on Friday 14<sup>th</sup> January 2022. Interviews will be held on Tuesday 18<sup>th</sup> January 2022

To apply for the post, please download an application form, person specification and job description from the council documents section on our website, <https://www.baildowntowncouncil.gov.uk/documents.html> 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, Katie Whitham on 07541 204289 or via email at [clerk@baildowntowncouncil.gov.uk](mailto:clerk@baildowntowncouncil.gov.uk)