

BAILDON TOWN COUNCIL

Vacancy for a Deputy Clerk

Baildon Town Council is 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 an average of 18.5 hours per week, which will usually be worked over two to three 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 24 – 28 £28,672 - £32,234)

The closing date for receipt of applications is noon, on Tuesday 29th September 2020

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-1344384> 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