

OLD BOLSOVER TOWN COUNCIL – VACANCY FOR DEPUTY TOWN CLERK

Old Bolsover Town Council is seeking to appoint a highly motivated forward-thinking individual to support the Town Clerk in the development, promotion, and implementation of the Councils' policies, together with the delivery of the Councils' services.

The Deputy Town Clerk will have experience in line management, project management, and event management skills.

The applicant would ideally hold the CiLCA qualification but, if not, there will be a requirement to work towards obtaining the qualification as soon as possible.

The post is 30 hours per week and is based at the Town Hall centrally located on Cotton Street in Bolsover.

Attendance at evening meetings will be required along with occasional weekends.

The salary is pro-rata NALC/SLCC Scale LC2 SCP 24 - 28 (£28,672 - £32,234 FTE) (£14.90-£16.75 per hour) dependant on experience together with membership of the Local Government Pension Scheme.

Application packs can be downloaded from the Council's website – <https://www.oldbolsovertowncouncil.gov.uk/vacancies.html> Alternatively, you can call our office between 9 am and 1 pm on 01246 823809 or email admin@oldbolsovertowncouncil.gov.uk

The closing date for applications is 8 November 2021. Interviews to be held 23rd November 2021(pm) and 24th November 2021(pm).