



Sherburn in Elmet Town Council Vacancy for Executive Officer

[Sherburn in Elmet](#) Town Council is actively recruiting a self-motivated and well organised individual for the role of Executive Officer to support its growth and aspirations to better serve its community. Sherburn in Elmet Town Council (SETC) has undergone significant change over the past year and is now looking to rebuild from the ground up with a vision of positivity and proactivity. This role requires an individual with determination and skills to build a competent employment team from scratch and continue to lead and inspire that team moving forward.

Time spent on council business varies weekly; hours currently set at 20 hours per week (review ongoing), in accordance with the business needs of the council. Location and hours of work are flexible (within the needs of the Council). Remote working is possible in many aspects of the role

Salary is paid in accordance with the National Joint Council recommendations; starting salary is within NJC LC 3 substantive salary range - SCP scales 37- 41 (£21.63 -£23.73 per hour). Starting SCP will be awarded according to relevant skills, experience and qualifications

Main Duties include:

- Advising the council and ensuring council compliance with legislation and best practice.
- Attendance at Council and Committee meetings (weekly/evenings)
- Leadership and line management of Council staff.
- Overseeing Council financial accounts
- Management of council recreational spaces (including allotments) and all council assets

Previous experience in local council administration and CiLCA qualification is desirable but not essential as training will be provided to the successful applicant.

If this role appeals to you and you consider you have the necessary skills please contact us for further information, job description, person specification and an application form (or just a chat about the role) contact:

Councillor Peter Baumann (Chairman of SETC Personnel Committee)

E-mail: peter.baumann@sherburninemet-tc.gov.uk

or download the information from: <https://www.sherburninemet-tc.gov.uk/>

NOTE: Completed application forms must be submitted with a current CV