

Huntingdon Town Council

Recruitment of Deputy Town Clerk

**Salary Scale: LC4 – SCP 48 – 55 per annum (£52,843 - £64,699 inclusive)
(depending on experience and qualifications)**

Plus – Local Government Pension Scheme, Generous Relocation Package and Free Parking.

Huntingdon Town Council is seeking to appoint an innovative, forward thinking and proactive Deputy Town Clerk to support the Town Clerk and the Council's operations. The Deputy Town Clerk will have shared responsibility for ensuring that the instructions of the Council are carried out and will work actively with elected members to help develop existing services.

The Council has a Corporate Plan (2018-22) which is due for a full review during the Summer/Autumn 2021 period. The Town Council opened its new Eco Community Centre in February 2020 and the opening of its new Crematorium and Cemetery will take place this coming summer. In addition, environmentally the Town Council is progressively moving forward with innovative ideas and sustainable initiatives.

The Deputy Town Clerk will be expected to have a significant role in maintaining the Town Council's Civic Traditions along with implementing the Corporate Plan and its impact on operations and staffing. The post holder will be responsible for ensuring the Council is up to date with policies, training, privacy and data protection compliance.

Applicants must be able to demonstrate that they have relevant experience – a track record of service achievement and innovation, commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills.

Candidates should have a sound knowledge of local government law and procedures. A Certificate in Local Council Administration (CiLCA) qualification is required as a minimum.

Attendance at evening meetings and weekend events will be required, for which time off in lieu will be granted.

Huntingdon Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

A relocation package will be negotiated for the right candidate. This process is being managed by a third party acting for the Town Council. For an informal discussion and to access the Recruitment Pack then please call Mr Reg Williams on 07494 760535. Please note that all arrangements are subject to change due to Covid compliance guidelines.

- **The closing date for the receipt of applications is 12 Noon on Friday 16th July 2021.**
- **An informal reception will take place at the Council offices on Tuesday 3rd August at 7pm.**
- **Formal interviews will take place at the same venue on Wednesday 4th August.**
- **It is hoped that the new Deputy Clerk will commence their role around 27th September.**