

VACANCY : DEPUTY CLERK

- P/T, 25.9 hrs/wk. (equivalent to 3.5 days/wk.)
- Some evening work and regular weekend work will be required.
- Salary: NJC scale 18-28 (£25,419- £32,798 *pro rata*; depending on experience and qualifications).
- Place of work: Home working initially; Primary work place: office from 2023 (TBC).
- 1 year contract, with intention to review job title, hours/week and job content, in line with overall staffing structure and expansion plans likely to be considered by the Town Council.
- Start date: 1st February 2023, or as soon as possible thereafter.

Northstowe Town Council wishes to expand its central staffing base to deal with a growing work load. The Council is seeking an innovative, forward-thinking and pro-active Deputy Clerk to support the Town Clerk in the myriad of administrative duties and to support the Councillors in achieving their aims and aspirations for the Council and the community.

The Deputy Clerk's key role will be to support the Town Clerk in exercising all of the Council's statutory duties and functions and implementing all Council decisions, whilst taking the lead on most of the work needed around communications, community engagement, market development and event coordination. The Deputy Clerk will report directly to the Town Clerk and this is a great opportunity for the right candidate to become an integral part of the officers' team. If you are service driven with a positive approach, then we would like to hear from you.

You are self-motivated, confident, have excellent time and organisational skills, and the ability to build and maintain constructive relationships with a wide variety of stakeholders both internally and externally. Being accurate and paying attention to detail, you have excellent administrative skills, and are able to work on your own initiative, prioritising your own workload and operating with limited supervision to tight deadlines.

Benefits of working for us:

- Work for a very new, passionate and active Town Council.
- Be at the heart of discussions with a range of partners including local authorities, developers, residents, community groups and businesses.
- Make a positive contribution and difference to the future development of the community.
- Ability to work flexibly.
- A range of learning and development opportunities can be provided.

For a Job Description, Person Specification and Application Form, please visit the [Council website](#), or contact Mark Nokkert, at townclerk@northstowetowncouncil.gov.uk or 07724588949

Closing date for return of application form: 2nd January 2023

Interview date: TBC

Northstowe Town Council is an equal opportunities employer and actively welcomes applications from all sections of the community.