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## JOB VACANCY

Job title: Deputy Town Clerk

Organisation: Cleobury Mortimer Town Council

Salary: NJC Scale Point 18-23 - £29,269-£32,076 (pro-rata)

Closing date: Monday 4<sup>th</sup> December 2023 at 4pm

### SUMMARY

Cleobury Mortimer is a medieval market town on the Shropshire/Worcestershire border with a population of around 3,300. It is well-known for its community spirit and the politically independent Town Councillors who serve it. The Town Council has been awarded Quality Gold status under the Local Council Award Scheme. The Town Council is responsible for a number of community assets including the Playing Field, QEII Park, Love Lane Play Area and Cleobury Cemetery.

We are looking for a Deputy Town Clerk who will be available to start as soon as possible. The Deputy Town Clerk will work closely with the Town Clerk and will be under a statutory duty to carry out all the functions of a local authority officer. Working with the Town Clerk your duties will include general correspondence, maintaining the Town Council accounts and records, assisting with projects, putting together reports for Council, managing staff and processing payroll, policy monitoring, supporting Town Council events, attending Council and Committee meetings. The Deputy Town Clerk will also deputise for the Town Clerk when required. The successful candidate will also be required to work with the Town Clerk to ensure we achieve re-accreditation for Quality Gold status under the Local Council Award Scheme in early 2024.

The position is part-time (20 hours per week), with the need to attend evening meetings and occasional weekend events as required and will be subject to a 6-month probationary period.

It is essential that the successful candidate has business management experience including financial skills, staff management, project work and knowledge of working within a local government environment. The successful candidate will have the ability to relate to, and communicate with staff, councillors, members of the public and external agencies, along with the ability to demonstrate creative thinking and good problem-solving skills when faced with challenging situations.

In addition to the above salary, the successful applicant will also benefit from a contributory pension scheme and 28 days (pro-rata) holiday per year.

Interviews will take place in Cleobury Mortimer week commencing Monday 11<sup>th</sup> December 2023.

A full job description is available on the Town Council website [www.cleobury.org.uk](http://www.cleobury.org.uk).

Please email your CV and a covering letter to [council@cleobury.org.uk](mailto:council@cleobury.org.uk) no later than 4pm on Monday 4<sup>th</sup> December 2023.