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Dear Candidate

Macclesfield Town Council. POST MTC 1: TOWN CLERK

Thank you for your interest in the post of Town Clerk. Please find attached the following information:

Job Description & Person Specification

Application Form

Equality Monitoring Form

More information about the Council is available on their Website: www.macclesfield-tc.gov.uk.

The Council has recently finalised their Council Strategy for 2019 – 2023 and in doing so has firmly identified its direction of travel by highlighting the role of the Town Council in achieving it’s vision for the town, with the Town Council central to local service delivery. In doing so, they acknowledge it will take a strong partnership with a number of organisations to attain their goals. Councillors are committed to tackle the issues identified with vigour, over a reasonable period of time. The Council will be careful with public money, but will not be afraid to invest in the future.

The Council has adopted the General Power of Competence and if you do not already hold CiLCA, you will be expected to obtain it within 2 years of taking up the appointment, during which the Council will support your studies.

Macclesfield is a great place to work and the Council is ambitious and will demand high standards

The Equality Monitoring Form is designed to ensure the Council acts in accordance with its Equality Policy. We store any information you give us confidentially and securely in accordance with Data Protection legislation. The information on this form will not be shown to any member of the appointment panel at any stage. After the appointment has been made, information will be destroyed for all applicants except the person appointed. The information will be used for analysis which will not identify any applicant. Please complete this form and send it in confidence as part of your application.

I do hope you will submit an application. Please direct emails to me entitled “Job Application-Town Clerk” to clerk@macclesfield-tc.gov.uk. I will acknowledge each application. Please note the closing date for applications is 29th May 2020.

Should you wish to chat with me informally please telephone me on 01625 374142

With thanks

Pete Turner

Town Clerk