

**BURNHAM ON SEA AND HIGHBRIDGE TOWN COUNCIL**

An exciting opportunity has arisen at Burnham on Sea and Highbridge Town Council for a Deputy Town Clerk.

The Council is currently adapting to the challenges and opportunities created by the need to further develop as a progressive Council.

The Town Council has 18 Councillors and committees covering Finance and Resources, Planning, Town Improvements, Burial and Princess Management. The Council has representatives on many groups and organisations. There are 10 members of staff.

Burnham on Sea & Highbridge Town Council aims to deliver services of the highest quality whilst providing value for money. It endeavours to promote the wishes of local residents through consultation and by representation to Sedgemoor Council. The Town Council aims to act in the best interests of residents of Burnham on Sea and Highbridge and conducts its business in an open and democratic manner.

The Town Council is seeking to appoint a forward thinking and proactive Deputy Town Clerk to support and deputise for the Clerk in undertaking the work of the Council, and to work closely and actively with the Clerk and elected members to develop services.

**DEPUTY TOWN CLERK**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Grade: | SCP LC2 SCP 18-23 £25,419 - £28,226 (depending on qualifications and experience) |
| Contracted Hours: | 37 hours per week |
| Contracted Days: | Monday — Friday inclusive |
| Contract Type: | Full Time — Permanent |
| Responsible To: | Town Clerk |
| Based At: | The Town Hall, Jaycroft Road, Burnham on Sea TA8 1LE |
| Car User: | Casual User Only |

**Key Functions:**

* **The post holder will support and deputise for the Town Clerk, is accountable to that post holder and accountable for the Open Spaces Team.**
* To proactively assist in the development, promotion and implementation of the Council's policies, strategic plans and services.
* To ensure that the management and administration of the Council's statutory functions, financial affairs, and projects are carried out effectively and that business continuity is maintained.

**Main Duties and Responsibilities**

To take responsibility for projects or activities as may be directed by the Town Clerk.

To support elected members, committees and working groups by preparing for and clerking council meetings as directed by the Clerk, ensuring accurate minutes are prepared and agreed.

To advise the elected members on the statutory duties placed on the Council and individuals and ensure that all decisions are lawful and that they are implemented.

Overall management responsibility for the Council’s Open Spaces Team.

To be responsible for the day to day management of the Council’s properties including three cemeteries and the Town Hall.

To liaise with and represent the Council with the community, other public bodies and organisations, face to face, through the website and social media.

To work with the Town Clerk and elected members and other statutory and non-statutory groups to develop Council Services.

To be responsible for ensuring adherence to the Council's adopted Policies by staff and members.

To liaise with and manage Council contractors as required.

To be a Prime Keyholder for the Town Hall and all other Town Council properties and gated areas.

Any other duties as required and in-line with the level of the role.

**PERSON SPECIFICATION**

**DEPUTY TOWN CLERK**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Educational**  **Qualifications** | Educated to A level or equivalent |  |
|  | CiLCA Qualified (or willing to obtain CiLCA within 12 months of employment) |  |
| **Work Experience** | At least 2-years working in Local Government or similar environment |  |
|  | Experience of staff management |  |
|  | Budget management and financial planning | Knowledge of RBS accounts system |
|  | Project Management  Skills |  |
|  | Administration of meetings | Experience of working to deadlines in a structured environment |
|  | Experience of contract management |  |
|  | Knowledge of local government legal and regulatory requirements |  |
|  | Knowledge of  Employment Law |  |
| **Skills, Knowledge and aptitude** | ICT Literate and competent user of MS Office software |  |
|  | Understanding of Health & Safety |  |
|  | Communication skills: face to face, written, social media and website |  |
|  | Writing skills: able to take clear and accurate minutes of meetings; to prepare clear and concise reports, and to write general correspondence |  |
|  | Understanding of Risk Management and preparation or Risk assessments |  |
|  | Knowledge of GDPR and FOI | Well organised and able to prioritise workload |
|  | Able to work on own initiative and as part of a team |  |
|  | Self-motivated and able to problem solve |  |
| **Other** | Committed to continuous development within the sector |  |
|  | | Ability to work flexibly, including attending evening meetings and weekend events |  |
|  | | Full clean driving licence and own transport |  |