



Salcombe Town Council

Town Clerk Wanted

Lead with Purpose, Drive, and Community Impact!

Are you ready to take on a leadership role where you'll shape the future of our town?

Do you thrive in a role that combines strategic oversight with hands-on involvement in local projects?

If you're looking for a meaningful opportunity to make a real difference in your community while using your administrative, leadership, and organisational skills, this is the role for you!

The Role

This is a permanent and pivotal role within the Council. As Town Clerk, you will act as the Proper Officer and Responsible Finance Officer for Salcombe Town Council, ensuring the smooth operation of its services and supporting the Councillors in fulfilling their duties. Your role will be both dynamic and rewarding, involving everything from managing council operations and budgets to being a trusted advisor on policies, legislation, and local initiatives.

You will be at the heart of the Council's decision-making process, supporting the democratic process, overseeing projects, and making a tangible impact on the town's development.

What You'll Be Doing:

- **Council Leadership:** Preparing agendas, taking accurate minutes, and facilitating Council meetings to ensure effective governance.
- **Strategic Management:** Acting as a key advisor to the Council, ensuring compliance with legislation, policies, and best practices.
- **Financial Oversight:** Managing the Council's budgets, financial records, and reporting, ensuring robust financial health.
- **Project Coordination:** Overseeing and delivering key local projects, ensuring they meet community needs and are completed efficiently.
- **Cemetery Administration:** Oversee the management and administration of the town's cemeteries, including record-keeping and responding to public inquiries.
- **Asset and Facility Management:** Ensuring the town's facilities and assets are well-maintained, safe, and serving the community effectively.
- **Community Engagement:** Being the face of the Council, liaising with residents, local groups, and external organisations.
- **Event Management:** Supporting the organisation and execution of key town events.

- **Team Leadership:** Managing council staff, contractors, and operations with confidence and professionalism.
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What We're Looking For:

We're seeking an organised, forward-thinking individual who can provide effective leadership while working collaboratively with Councillors, staff, and the community.

A Certificate in Local Council Administration (CILCA) is desirable but not essential, although there will be a requirement to begin studying for this qualification within 12 months. Training will be provided and supported.

Key Skills and Attributes:

- Ideally you will have worked as a Town/Parish Clerk or Deputy Clerk in a previous role.
 - Organisational and administrative skills, with the ability to manage multiple tasks and priorities.
 - Strong leadership and communication abilities, with confidence in dealing with people at all levels.
 - Sound knowledge of local government or willingness to undertake training in Council operations and law (CILCA qualification/working towards desirable).
 - Financial acumen, with experience in budgeting and financial management. Knowledge of Scribe is desirable.
 - Practical awareness of facility management and maintenance issues.
 - Knowledge of health and safety regulations, particularly related to public spaces and events.
 - Strong IT skills, with proficiency in Windows and web-based applications.
 - Adaptability and problem-solving skills to navigate a fast-paced, dynamic environment.
 - A passion for improving community life and delivering excellent service.
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Why Join Us?

Becoming Town Clerk is not just a job – it's a unique opportunity to lead a dedicated team, contribute to the community, and leave a lasting impact on the town. You'll enjoy:

- A competitive salary and benefits package.
 - Professional development opportunities, including training in local government law and best practices.
 - The chance to work in a role that is varied and meaningful.
 - A supportive and collaborative work environment that values work-life balance.
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Ready to Apply?

If you're ready to lead Salcombe into the future, we'd love to hear from you! Please return your completed application form to Sara Jones, Town Clerk, at townclerk@salcombetowncouncil.gov.uk. For more information, please refer to the full job description.

- **Deadline for applications:** Wednesday 26th February 2025
- **Interviews:** week commencing Monday 3rd March 2025

Join us and make a real difference in Salcombe!

All applicants must have the right to work in the UK. Your personal data will be processed in line with our privacy policy. Salcombe Town Council is committed to equality, diversity, and inclusivity.