



EARLEY TOWN COUNCIL

Deputy Town Clerk

Application Pack



Recruitment of Deputy Town Clerk

Salary Scale: SPC 36 – 40 per annum (£38,813 - £42,683) (depending upon experience and qualifications) plus Local Government Pension Scheme

Earley is the largest Parish, and designated a Town, within Wokingham Borough, a Unitary Authority in Berkshire. It is located on the east outskirts of Reading between the M4 and the River Thames. It serves a population of some 33,000 and provides a range of services: burial ground, parks, a nature reserve, ancient and community woodlands, allotments, several sports and community facilities. Earley has a long and interesting history dating from Roman times. The Town Council was established in 1974.

Earley Town Council's key policy objective is to deliver services of the highest quality whilst providing value for money by following the principles of best value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough or other authorities as appropriate. The Town Council will act in the best interests of residents of Earley and will conduct 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 the Town Clerk and the Council's operations. The Deputy Town Clerk will have shared responsibility for ensuring that the instructions of the Council are carried out and to work actively with elected members to help develop existing services.

The Council is changing to ensure it is more forward and outward looking. A restructuring plan is in place and the Deputy Town Clerk will be expected to have a significant role in implementing the plan and its impact on operations and staffing. The post holder will be responsible for ensuring the Council is up to date with policies, staff performance assessments, training, privacy and data protection compliance.

Applicants must be able to demonstrate that they have relevant experience: a track record of service achievement and innovation, commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills.

Attendance at evening meetings will be required, for which time off in lieu will be granted.

Candidates should have a sound knowledge of local government law and procedures. A Certificate in Local Council Administration (CiLCA) qualification is highly desirable, or candidates should be willing to work towards the qualification.

The closing date for receipt of applications is **12 noon on Monday 30th September 2019**. Interviews will take place on **Monday 14th October 2019**.



For an informal discussion about the post contact Jo Friend, Town Clerk, at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL, telephone 0118 9868995 or email townclerk@earley-tc.gov.uk.

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

Only completed application forms will be accepted, please do not send CVs.

References may be taken up for all shortlisted candidates

Please return forms either:

- via email marked Private & Confidential to townclerk@earley-tc.gov.uk
- or by post in a sealed envelope marked Private & Confidential to Jo Friend at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL

Earley Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.