



## **ADVERTISEMENT**

**Job title:** Town Clerk

**Organisation:** West Mersea Town Council

**Salary:** £44,428.00 - £47,420.00 per annum according to experience and qualifications

**Application deadline:** 30th September 2024

**County:** Colchester, Essex

**Email address:** [locum.clerk@westmerseatowncouncil.gov.uk](mailto:locum.clerk@westmerseatowncouncil.gov.uk)

**Phone number:** 01206 382128

### **Summary:**

West Mersea Town Council is seeking a forward-thinking and proactive Town Clerk to join their team and work with Councillors for the good of the community.

### **Main purpose of the Job:**

To act as the Council's Proper Officer. As the Proper Officer of the Council, the Town Clerk is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Town Clerk will advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council's activities and to produce all the information required for making effective decisions and the subsequent constructive implementation of all those decisions. The person appointed will be responsible for the management of other Town Council staff and resources as well as taking the lead on the Council's major projects. The Town Clerk is accountable to the Council for the effective management of all its resources and will report on these as and when required.

### **Working Arrangement:**

Reporting to West Mersea Town Council you will work for a total of 37 hours per week which will include some evening work. Core working hours and days to be agreed with the post holder. This is an office-based job at the West Mersea Town Council offices, 10 Melrose Road, West Mersea, Colchester, Essex, CO5 8JD.

### **Requirements:**

The successful applicants must have significant experience in senior management with supporting wide ranging skills, will be an organised, conscientious, effective leader and manager of 7 members of the team, have excellent communication and IT skills required to work successfully with diverse groups such as our 9 councillors, residents, other local councils, principal local authority departments, contractors, and business partners. A financial background would also be advantageous. Applicants should have a good legal knowledge of the statutory framework concerning the management and running of a Town Council.

The ideal candidate will be CiLCA qualified, although the Council would give consideration to applicants who commit to becoming CiLCA qualified or are in the process of becoming qualified.

### **Application:**

The application pack and more information are on our website [www.westmerseatowncouncil.gov.uk/Vacancies](http://www.westmerseatowncouncil.gov.uk/Vacancies) For an informal discussion about the post contact the locum town clerk, West Mersea Town Council, 10 Melrose Road, West Mersea, Colchester, Essex, CO5 8JD, telephone: 01206 382128 or email: [locum.clerk@westmerseatowncouncil.gov.uk](mailto:locum.clerk@westmerseatowncouncil.gov.uk)

We also have a vacancy for a RFO (Responsible Finance Officer) and details of this will be on the website in due course.