

## Deputy Clerk advert

### General Information

Council: Westerham Town Council

County: Kent

Salary: SCP 18 – 30 pro rata (£27,344 – £36,298 pro rata – pay award pending)

Closing date:

Hours: Initially 20 per week 9am to 1pm, Monday to Friday including evening work

Local Government pension scheme

### Job Responsibilities

Westerham Town Council is seeking to appoint an innovative, forward thinking and proactive Deputy Clerk, with good communication skills to be an active member of the management team, supporting the Town Clerk in ensuring the Council achieves its targets and aspirations.

The Deputy Clerk has responsibility for the Allotment, Playing Fields and Open Spaces committee arranging meetings, recording minutes and implementing decisions made. To manage two playing fields, three allotment sites and the Council's open spaces, liaising with and managing the Grounds Maintenance Operative. To assist the Responsible Finance Officer in the management and preparation of the annual APFOS budget.

You would deal with queries coming into the Council offices from residents, District and County Councils, contractors and take appropriate action.

For more information see WTC website for the job description and application form: -

<https://www.westerhamtowncouncil.gov.uk/about-the-council/vacancies/>

### Terms and conditions of employment

Westerham Town Council staff are employed under Local Government Services (Green Book) terms and conditions.

If you have good customer service skills, are a team worker, have a high level of IT skills then we would like to hear from you.

Ideally candidates will hold or will work towards a minimum of a CILCA qualification and have a sound understanding of local authority organisation and management.

## **How to apply**

- To apply please download an application form from Westerham Town Council website. CV's will not be accepted.
- Please complete the application form available on our website, or if you have any difficulties then please email [office@westerhamtowncouncil.gov.uk](mailto:office@westerhamtowncouncil.gov.uk)
- The selection process and interviews will be held in December 2023

Westerham Town Council is committed to equality, diversity and inclusivity being at the heart of everything they do.

## **Westerham**

Westerham is in the north west corner of Kent, bordering Surrey and covers the two wards of Westerham and Crockham Hill, with a population of just over 4,500. With independent shopping, great food, historic places to visit, walking and cycling; Westerham has something for everyone.

The Council has 13 Councillors. The Office Team comprises the Town Clerk, Assistant Clerk, Responsible Finance Officer and a Grounds Maintenance Operative.

WTC holds the National Local Council Gold Award.

Council and Committee meetings are normally held on Monday evenings.