



## **Horsforth Town Council**

### **Vacancy for an Assistant Clerk – with progression to Deputy Clerk**

Horsforth Town Council is looking for a personable, calm, well-organised and enthusiastic person to fill the post of Assistant Clerk. With suitable qualifications and experience, there is also the opportunity to progress to Deputy Clerk.

The role will include the following duties:

- supporting and assisting the Clerk in the day-to-day management and operation of the Council and its committees
- implementing decisions of the Council and its committees
- helping to ensure that the Council operates legally and effectively
- preparing agendas for and attending Council and Committee meetings as clerk to give advice as required and to take minutes
- specific responsibility for the Planning, Licensing and Traffic Committee. Other committees/groups may also be allocated to the Assistant Clerk
- event organisation

Applicants should be able to demonstrate that they have:

- experience of working in local government, including committee work
- experience of monitoring budgets and accounts
- experience of organising public events
- a wide range of skills, including excellent communication, organisational and administrative abilities
- a working knowledge of local government law and procedures, or be able to show they have the potential and willingness to learn with training
- the capacity to work as part of a small team

This is a varied and at times demanding role. The post holder must be able to manage both the administrative aspects of the role and the work as an assistant clerk.

The hours of employment will be 24 – 28 hours per week, the actual hours, days and times to be agreed.

Some flexibility will be required, and attendance will be required at evening committee meetings throughout the year.

You will be based in the Town Council office in Horsforth.

When fully staffed, the Town Council will have a Clerk, an Assistant/Deputy Clerk and an administration officer. The Assistant Clerk therefore must be comfortable working in a small team and have a flexible and positive approach, willing to assist in all aspects.

This is a politically restricted post.

Salary:

NJC SCP 18-23 (£25,419 - £28,266), dependent on qualification and experience. Pro rata for part-time hours.

Further details and an application form are available to download from the Town Council's website or on application to the Clerk, Horsforth Town Council, Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Tel: 07526 567591

Email: [clerk@horsforthtowncouncil.gov.uk](mailto:clerk@horsforthtowncouncil.gov.uk)

Website: [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk)

**CVs WILL NOT BE ACCEPTED.**

**CLOSING DATE AND TIME: Thursday 5 May 2022 at 5pm.**

**INTERVIEW DATE: Interviews to be held week commencing 16 May 2022.**

If you would like an informal discussion about the post, please telephone the Clerk on the above telephone number.

**Please note the Town Council office is closed on Mondays.**

Horsforth Town Council is an Equal Opportunities Employer