

VACANCY FOR ASSISTANT TOWN CLERK

HIGHAM FERRERS TOWN COUNCIL-

Job Title: Assistant Town Clerk

Salary: Salary Scale SCP 19 -23 (£25,481 to £27,741)
The position is subject to Pension auto-enrolment

Hours: Full Time. (The role will include working some weekends and evenings.)

Proposed Start Date: - 1st March 2022

Higham Ferrers is a forward thinking Council and they wish to find a proactive, enthusiastic, and highly motivated person to assist the Town Clerk with the delivery of its services and projects. The Town Council serves a vibrant, attractive historic market town with a current population of around 9000. The Council is represented by 16 Councillors and employs a team of 2 full time and 6 part time staff – 2 Administrative officers, 2 Park Wardens, Cleaner and Mayors' Sergeant.

The successful applicant must:

- Be a confident and outgoing person with an interest in the community,
- Have a good level of literacy and numeracy
- Be computer literate
- Have good communication skills which include the following:-
 - Experience of face-to face, telephone, email and letter writing in a business capacity.
- Have good organisational and administrative skills including experience of meeting administration
- Possess, or be willing to work towards the CiLCA qualification, and maintain skills and knowledge

An application form and further details can be obtained as follows:-

Online: www.highamferrers-tc.gov.uk

Email: clerk@highamferrers-tc.gov.uk

Phone: 01933 312075

CLOSING DATE: 22nd November 2022