



## **TOWCESTER TOWN COUNCIL**

### **Job Application Pack**

#### **Vacancy: Town Clerk**

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## About the Council

Towcester Town Council serves the people of the parish of Towcester (c. 11,000 residents), which includes the hamlet of Wood Burcote and strives to make Towcester a better place to live, work and visit.

The Council's long-term vision is for *"A market town known for its successful and varied shopping facilities and excellence in education and commercial opportunities. We want good public transport links, plenty for everyone to do and great living opportunities for our children. We want to offer an attractive and welcoming environment which maintains its own distinctive identity and acts as a hub for surrounding towns and villages"*. Its vision for the town centre is *"... the welcoming heart of a developing town. It will become a destination for residents and visitors seeking quality shopping, services, dining, and recreation. Visitors will be attracted by an accessible, pedestrian friendly and attractive environment that respects Towcester's history."*

Although the Town Council has limited direct powers, it plays an important role in reflecting and communicating the views of residents on matters including planning, highways and social housing. It has an important role to play in promoting the town, representing its interests, and supporting the work of different groups in the community.

Towcester Town Council currently owns, manages, and maintains, the following amenities, and is due to open a new community centre, sports facilities and an allotment site within the Southern housing development:-

- Community venues
  - Towcester Town Hall
  - The Sawpits Centre
  - Towcester Youth & Community Centre
- Green Spaces & Play Areas
  - Recreation Ground
  - Belle Baulk
  - The Shires
  - Sandyhome Road
  - Riverside Walk
  - Saxon Fields
  - Tove Wetlands Pocket Park
  - Nicholas Hawksmoor Pocket Park
  - Malthouse Court allotments
- Burial Authority
  - Brackley Road Cemetery
  - St. Lawrence Closed Churchyard

It also provides litter bins, dog waste bins and regular litter picking for all its open areas and play areas.

The Town Council is responsible for mowing a large proportion of open areas in the town and the highway verges on behalf of West Northants Council. It is not currently responsible for car parks, The watermeadows or areas which form part of the National Highway's Strategic Road Network (A5/A43) or those which remain within the ownership of developers.

# **TOWCESTER TOWN COUNCIL**

## **Job Application Pack: Town Clerk**



More details can be found on the Town Council's website: [www.towcester-tc.gov.uk](http://www.towcester-tc.gov.uk)

### **Job Description**

<b>Job Title:</b>	Town Clerk
<b>Reporting to:</b>	Chairman
<b>Present Location:</b>	Towcester Town Council Offices, Towcester, Northamptonshire
<b>Salary Scale:</b>	As per contract
<b>Hours:</b>	37 hours per week
<b>Responsible for:</b>	All Council staff, property and financial resources

### **JOB PURPOSE**

The Town Clerk is the Proper Officer of the Council and is required to:

- Be responsible for producing all the information required for the Council to make effective decisions, in connection with its function as a Parish/Town Council and implement constructively those decisions made by Council.
- Be a key representative of the Council and nurture a positive environment within both the workplace and the community through strong, inspirational leadership.
- Manage and advise on the Council's budget, resources and policies to deliver services and activities that benefit the community.
- Consistently identify risks and opportunities for growth, monitoring and reviewing the council's strategic development to meet community needs.
- Ensure the Council operates within its legal framework.

### **KEY DUTIES AND RESPONSIBILITIES**

#### **Strategy And Policy Development**

1. To lead on the formulation, implementation and review of the Town Council's strategic plans and policy objectives.
2. To actively foster and develop relationships with Unitary Authority, third party services, voluntary organisations, local businesses to identify need and work in partnership to deliver services to the community.
3. To develop and/or support initiatives to improve the wellbeing of residents, identified through data collated via consultation and/or partner organisations.

#### **Operational Activities**

1. Carry out all the functions required by law, of a local authority's Proper Officer, in a timely manner and to issue all statutory notifications.
2. Deliver high quality, value for money services which meet the needs, aspirations and expectations of Towcester Town residents, visitors and workers, in line with the direction given by the elected Members.

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3. Work closely with the Responsible Finance Officer to ensure that adequate financial security and internal financial and accounting controls are in place, kept up to date and meet the requirements of the internal and external audit, in accordance with proper practices.
4. Ensure that appropriate and adequate insurances are maintained.
5. Ensure that all surplus Council funds are invested securely to maximise income.
6. Advise the Council on and assist in the raising of funds by way of grants and sponsorship etc
7. Be responsible for the secure, convenient and accessible custody of all deeds, plans, records, correspondence and other documents concerning the Town Council.
8. Sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
9. Be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
10. Take appropriate action to ensure that all Council elections are arranged and held successfully.
11. Manage all aspects of personnel management, in alignment with the Council's HR strategy, policies and employment law and to ensure effective HR operations.
12. Apply the principles of equality and equal opportunities as embodied in the Council's policies and practices to promote equality of opportunity and appropriate attitude and behaviour for all employees.
13. Ensure compliance with health and safety regulations.
14. Understand planning and development process and procedure, and how National and local planning policy affects decision making e.g. National Planning Policy Framework, Local Development Plan, West Northamptonshire Joint Core Strategy etc. and advise councillors accordingly.
15. Represent the Council as required at public meetings, formal hearings, conferences and other events.
16. To maintain effective and positive press and public relations to enhance the profile and image of the Council.
17. To develop effective liaison and an effective working partnership with other relevant public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in matters affecting its communities.
18. Prepare and circulate, Agendas, Minutes and relevant reports for meetings of the Town Council and/or its committees, in consultation with the appropriate Chairman of the Council, committee or working group.
19. Ensure all meetings of the Council and/or its committees and/or working groups are clerked, attending personally or delegating to appropriate officer.
20. Receive and process/respond, expeditiously, all correspondence and documents on behalf of the Town Council.
21. Advise the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.
22. Ensure appropriate arrangements are made for civic functions and attend civic occasions, as required.
23. Attend training courses and/or seminars to develop and grow the council's services/activities, as required by the Council.

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24. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

**Person Specification**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Attainments</b>	<ul style="list-style-type: none"> <li>• Certificate in Local Council Administration or willingness to achieve within 18 months of appointment.</li> <li>• Appropriate level of education/training/experience which demonstrates high literacy and numeracy skills.</li> <li>• IT literate with sound working knowledge of MS Office, Excel and Windows packages.</li> <li>• Financial qualification.</li> <li>• Proven experience in budget preparation, management and financial control systems.</li> <li>• Proven experience of policy and strategy development.</li> <li>• Proven experience in staff management.</li> <li>• Proven experience of formal committee work, agenda preparation and minute taking.</li> <li>• Proven experience in project management.</li> <li>• Proven experience of dealing with the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate in Local Council Administration</li> <li>• Educated to degree level.</li> <li>• AAT, CIPFA, ACCA or equivalent.</li> <li>• Implementation of equality and performance management systems.</li> <li>• Previous experience of working for local authority or similar body in a financial role</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the governance and legal framework in which the Council operates.</li> <li>• Knowledge of budget setting, monitoring processes, and financial management reporting.</li> <li>• Knowledge of insurance procedures.</li> <li>• Knowledge of risk assessments, especially financial risk.</li> <li>• Knowledge of employment and health and safety law.</li> <li>• Knowledge of local authority planning procedures.</li> <li>• Strategic organisational, administrative and financial experience in a structured environment.</li> <li>• Ability to produce understandable and concise written reports on complex topics.</li> <li>• Experience of financial forward planning.</li> <li>• Proven management and leadership skills with ability to monitor performance of others to achieve targets and meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local area.</li> <li>• An understanding of the operating environment of the Council.</li> <li>• Working knowledge of procurement processes within a public sector setting</li> <li>• Working knowledge of accounts and payroll systems and procedures and computer packages.</li> </ul>

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<b>Qualities and Attitudes</b>	<ul style="list-style-type: none"> <li>• Understanding of importance of good public relations and how to raise the Council's profile in the community.</li> <li>• Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others.</li> <li>• Flexible, pro-active and "hands on" approach to tasks.</li> <li>• Supportive - demonstrating loyalty and commitment to the organisation and staff.</li> <li>• Trustworthy with confidential information.</li> <li>• Ability to demonstrate tact and diplomacy.</li> <li>• Community focussed with ability to develop and maintain good relationships with external bodies, contractors and the public.</li> <li>• Commitment to the delivery of quality service.</li> <li>• Willingness to work as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm and innovative qualities.</li> <li>• Business perspective and acumen.</li> <li>• Sensitivity to working in a political environment.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with others at all levels both internally and externally and on social media.</li> <li>• High presentational skills.</li> <li>• High interpersonal skills and ability to form and maintain sound working relationships with key external bodies.</li> <li>• Ability to work in a logical manner and to strict deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Articulate speaker in public.</li> <li>• Flexibility and ability to respond quickly to situations.</li> <li>• Ability to develop, implement and monitor effective systems and procedures.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Common sense and diplomacy skills</li> <li>• Willingness to work and/or attend Committees and other meetings and functions in evenings.</li> <li>• Prepared to work varied hours to meet the needs of the Council and its communities.</li> <li>• Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.</li> </ul>	



## Terms and Conditions of the Role

Salary:	SCP46-SCP54 (£58,523k to £72,307k) p.a. dependent upon qualifications and experience. Paid monthly in arrears.
Probation period:	The post is subject to a probationary period of 6 months.
Place of work:	Towcester Town Council Offices Towcester
Conditions of Service	In accordance with the National joint Council for Local Government Services.
Pension:	Local Government Pension Scheme
Hours:	37 hours per week, including evening and weekend work, as required.
Leave entitlement:	28 working days, plus, all normal bank and public holidays.
Qualifications:	<p>Qualifications are a key element in the decision-making process but not essential as training will be offered to the right person.</p> <ul style="list-style-type: none"> <li>• Certificate in Local Council Administration (CiLCA)</li> <li>• GPC Section 7 in isolation Module Certificate if the above was awarded pre-2012.</li> <li>• The Certificate of Higher Education in Local Council Administration.</li> <li>• The first level of the foundation degree in Community Engagement.</li> <li>• The Certificate of Higher Education in Local Policy and Governance Level 4.</li> </ul>
Experience:	Applicants must be able to demonstrate significant managerial and strategic experience and should have extensive knowledge of local government law and procedures (or be willing to work towards achieving the qualification – CiLCA).
References:	The post is subject to two satisfactory references.



## **Selection Process and Timetable**

Applicants who can demonstrate substantial managerial and financial experience, along with a willingness to work towards a recognised qualification in local government law and procedures, will be assessed and scored by a selection panel.

Shortlisted candidates will be invited to attend an interview at the Town Council offices.

Please allow approximately two hours for the interview, which may include a presentation to be prepared and submitted in advance.

### **TIMETABLE**

Application Closing Date      15<sup>th</sup> March 2026

Candidate Shortlisting      w/c 23<sup>rd</sup> March 2026

Interviews      w/c 30<sup>th</sup> March 2026

\*Interview date may change in the event of unexpected weather conditions.



## **Towcester Town Council Job Application Form**

**Data Protection Act 2018:** The information on this form will be processed in accordance with the council's Data Protection Policy and the Data Protection Act 2018. Completed application forms will be held for twelve months and then be destroyed. If you are successful in your application, this form will be kept on file for the duration of your employment. You can save this form and return to it later. To do this, ensure you have entered a contact email address.

**Equal Opportunities:** Towcester Town Council is an equal opportunities employer, and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic. Please answer all the questions in this form honestly and truthfully and read and sign the declaration at the end of the form to provide the best chance of obtaining an interview.

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

**The use of AI to write your application is prohibited. Applications where the use of AI is detected will not be considered. Your application must be written by you.**

Please complete in black ink and print where possible

<b>Position applied for:</b>	<b>Source of application:</b>
<b>Surname:</b>	<b>First names and title:</b>
<b>Full Address (inc. postcode):</b>	<b>Phone number:</b>  <b>Email:</b>  <b>National Insurance Number:</b>

**Personal Details:**

Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have access to your own vehicle for work?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Please give details of any driving offences currently under endorsement:

Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).

If offered this position, will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously worked for Local Government?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related to or do you have a close relationship with any member or employee of this council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give full details:	

***Employment History:***

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

**Name & Address of Current/Last Employer:**

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

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Salary: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Reason for Leaving:

**Name & Address of Employer:**

Date joined: \_\_\_\_\_ Date Left: \_\_\_\_\_

Job Title: \_\_\_\_\_

Describe your duties and responsibilities:

Salary: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Reason for Leaving:

**Name & Address of Employer:**

Date joined: \_\_\_\_\_ Date Left: \_\_\_\_\_

Job Title: \_\_\_\_\_

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Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

**Name & Address of Employer:**

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

**Name & Address of Employer:**

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Date joined: \_\_\_\_\_ Date Left: \_\_\_\_\_

Job Title: \_\_\_\_\_

Describe your duties and responsibilities:

Salary: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Reason for Leaving:

***Education and Qualifications (including Membership of relevant Professional Bodies)***

Date from/to	Name of School, College or University	Qualifications Gained

***Training***

Please list any relevant training courses attended below:

***More about you***

This section helps us select candidates for interview. Make sure you have read the job description and person specification before you answer these questions and use this as an opportunity to tell us why you are the perfect fit for the job. Please continue on a separate sheet if you need to.

Please tell us why you are applying for this position.



Provide some examples of work (including voluntary positions) you have undertaken recently which makes you feel you would be a good match for this role.

Please give details of your main hobbies:

***Please provide any further information you think we should know that isn't covered elsewhere in this form and why you believe we should invite you for interview for this position:***

***Interview***

Please provide us with any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.



**References**

Please give the names and addresses of two referees. One should be your present or last employer if possible.

<b>Referee 1</b>	<b>Referee 2</b>
Name	Name
Job Title	Job Title
Organisation	Organisation
Email	Email
Phone	Phone
How do they know you?	How do they know you?
May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>

**DECLARATION**

*I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not used AI tools to write my application, or knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.*

Signature:	Date:
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Please return your completed application by the deadline to:

Deborah Jewell, Interim Town Clerk, Towcester Town Council, Town Hall, 86 Watling Street East, Towcester NN12 6BS or by email to [towncouncil@towcester-tc.gov.uk](mailto:towncouncil@towcester-tc.gov.uk)