



PENISTONE TOWN COUNCIL



Do you want to be the Town Clerk / Responsible Finance Officer for a well-respected Town Council which has a 3 year vision to achieve The Gold Quality Council Award?

Do you have experience of managing staff, budgets and resources?

Have you previous experience of working within Local Government?

If so then this vacancy may be for you!

Penistone Town Council has a vacancy for a flexible 24 hour part-time Town Clerk and Responsible Financial Officer. The Council is looking for a proactive, dynamic individual with a proven record as an excellent manager, leader, innovator and ambassador to achieve the council's goal of Gold Quality Award within the next 3 years. They will work alongside the 15 Councillors who make up the Town Council to deliver this vision.

However, we also need someone who has excellent administration and organisational skills. Whilst at times the post is challenging, the Town Clerk would need to take the lead on building and maintaining good working relationships with both internal and external members and partner agencies.

The Town Council meets eleven times a year on the third Monday evening in the month and has 4 separate sub-committees which each meet an average of 4 times per annum - the dates of which are subject to confirmation dependent upon business needs.

The Town Council also attends numerous community-based events throughout the year and the Town Clerk will be expected to attend in support of The Mayor and the Council as a whole. It is therefore essential that the successful candidate is available for regular evening work and occasional weekend working to suit the demands of the role.

Penistone has a population of around 11,500 and annual turnover of £712k through its management and operation of the Community Centre and The Paramount Cinema.

The successful candidate is expected to hold the Certificate in local Council Administration or a willingness to attain this within two years of commencement of the post. It is also preferred that they have 5 years management experience, are educated to Level 5 and have experience of working in Local Government.

The successful candidate will be paid a competitive salary based on a Scale LCS 3 (37 – 41) of £25804 to £28321 dependent upon experience and qualifications.

We welcome applications from anyone who meets these requirements.

For further information please contact Cllr Steve Webber on 07951 433868 or for a full application pack please email:-Steve.Webber@penistonetowncouncil.gov.uk