

Berwick upon Tweed Town Council

Job Summary

Contract Type: Permanent

Working Pattern: Full time

Advert Start Date: 20/04/2017

Advert End Date: 30/04/2017

Salary: Negotiable

Hours per week: 37

Job Category: Admin / Secretarial / Customer Services and Responsible Finance Officer

Employment Location: Berwick upon Tweed, Northumberland

Closing date: 12noon Sunday 30th of April 2017

Supporting documents

A Candidate Information Pack is available from Berwick Town Council Website
www.berwick-tc.gov.uk

Please note

Further information

TOWN CLERK

SALARY NEGOTIABLE

Berwick upon Tweed is situated in the north east of Northumberland on the border with Scotland. The Town Council was established during the Local Government Review which provided for a single unitary authority in Northumberland. The Town Council has grown steadily as it has taken over services from the unitary authority and now has a budget of about £350,000 in 2016/17, made up of 60% precept and 40% other income. The Town Council delivers a number of services including the management of allotments, responsibility for play areas, litter bins and bus shelters and is developing its own services in the areas of community grants and the promotion of events.

The Town Council has undergone significant change in the last four years and represents a genuine opportunity for the right candidate. The Council are looking firstly for a Town Clerk

who has the necessary skills, knowledge and experience as well as personal qualities to take the council forward and ensure the delivery of high quality services to the people of Berwick while fulfilling its legal duties and maintaining a strong administrative function. The Town Council has developed three new play areas in the last year and a strong understanding of project management, staff development and the demands of a high profile role will be required.

The job description, person specification and main terms and conditions of employment for the post can be obtained from the **Supporting documents**.

Candidates are requested to include a current CV and indicate their salary expectations.

References will be required one of which must be current or last employer.

The closing date for applications is 12noon Sunday 30th April 2017.