

CAISTOR TOWN COUNCIL

Hours: Part Time Permanent (15 hours per week)

Salary Scale: LC1/LC2 13-23 (Currently £13.97 - £16.67 ph) depending on relevant experience. Plus pension.

We are looking for an enthusiastic, organised, resourceful and resilient person to join our small but dedicated Council team as Deputy Town Clerk to provide the best services we can for our local community. The postholder will be responsible for supporting the Town Clerk in the smooth running of the Council's day-to-day business. They will support the Council's 14 elected Councillors, oversee some of the Council's operational services such as cemetery, allotments and play areas, and will also be expected to deputise across the whole range of the Council's activities in the absence of the Town Clerk. The job may require some evening working.

This is a unique sector and a varied and interesting role, with significant interaction with members of the public and Councillors. The Council are keen to appoint someone with local council experience who is confident and credible in dealing with others.

If you wish to have an informal chat about this post, please call the Town Clerk Michelle Moss 07578 422667.

Applications should be submitted via CV with covering letter and emailed to clerk@caistortowncouncil.gov.uk or post to Town Clerk, Caistor Town Council, Town Hall, 14 High St, Caistor, Lincs LN7 6TX.

The closing date for applications is 26th July 2024, and it is expected that interviews will be held during the first week in August.