

**TOWN CLERK
KESWICK TOWN COUNCIL, CUMBRIA**

30 HOURS PER WEEK

STARTING SALARY IN THE REGION £36,922 - £39,880 P.A. FOR 37 HOURS (£29,936 - £32,335 P.A. PRO RATA) DEPENDING ON EXPERIENCE AND QUALIFICATIONS

Keswick is a thriving market town of approximately 5,000 residents within the Lake District National Park, which welcomes over 3 million visitors each year. Keswick Town Council is a proactive Council which is now seeking an experienced and forward-thinking Town Clerk to take responsibility for all aspects of the management, functions and responsibilities of the Council following the retirement of the current postholder in March 2021.

Based at the Council Offices in Keswick, the Clerk will act as the Proper Officer of the authority, and as such will be required to ensure that all legal, statutory and other provisions governing or affecting the running of the Council are observed. With the support of the Responsible Financial Officer and Parks Manager, the Clerk is responsible for the day to day management of the Council and Keswick Parks.

Working closely with local partners, the Council provides a range of services and events including an annual Midsummer Festival, a Christmas Lights display and switch on event. It also looks after the War Memorial, manages a small allotment site and an annual grants programme. The Clerk will act as a trustee of Keswick Community Emergency Recovery Partnership, a body of local volunteers led by a Project Manager, who provide support in times of emergency such as flooding, pandemic etc.

The Town Council is sole managing trustee of Hope and Fitz Parks and the Townsfield (a registered village green) which are all Charitable Trusts, and the Town Clerk will act as Clerk to the Trusts with responsibility for overseeing all aspects of parks management, including liaising with commercial and other stakeholders. A knowledge of charity law and Charity Commission requirements is essential to ensure that these are met. Budget responsibility for the Council and Parks is in the region of £700,000 per annum.

Candidates must hold a relevant professional qualification and be able to demonstrate staff and project management experience in a senior management role. Excellent verbal, written, computer and interpersonal skills are essential, including a familiarity with press and communications concepts. A sound knowledge of local government legislation and procedures is a key requirement together with a commitment to public service.

The successful applicant will have at least two years' relevant experience, preferably as a Town Clerk or Deputy, and ideally will hold or be studying for the Certificate in Local Council Administration (CILCA).

For further details and an application pack visit: www.keswicktowncouncil.gov.uk or email townclerk@keswicktowncouncil.gov.uk.

Closing date: 1st December 2020 at 12 noon
Interview date: 11th December 2020.

For an informal discussion about the post, please contact Lynda Walker on 017687 73607.



JOB DESCRIPTION

Job Title:	Town Clerk
Job Role:	To advise the Council on legal, financial and other matters and to manage the Council's business
Accountable to:	The whole Council via the Staffing Committee

Overall responsibilities:

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular, to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. The Clerk is expected to advise the Council on, and assist in the formulation of, overall policies to be followed in respect of the authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk will be accountable to the Council for the effective management of all its resources, including staff, and will report to the Council as and when required.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To assist all Councillors, particularly the Mayor and Deputy and Committee Chairs, with advice when necessary so that the business of Keswick Town Council can be carried out efficiently and effectively.
3. To offer advice, support and guidance to newly elected Councillors.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees including Keswick Parks Charitable Trusts. To issue notices and circulate as appropriate. To attend such meetings and prepare draft minutes for approval, other than where duties have been delegated to another Officer.
5. To receive correspondence and documents on behalf of the Council and deal with these or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
6. To study reports, consultation documents and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for discussion by the Council.
7. To draw up both on your own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
8. To issue notices and prepare agendas and minutes for the Annual Town Meeting and any other Town Meetings which may be called, to attend such meetings and to implement decisions made that are agreed by the Council. To prepare the Town Council's Annual Report for presentation at the Annual Town Meeting.

9. To ensure compliance with the General Data Protection Regulations and the Freedom of Information Act, including the proper maintenance of the Council's publication scheme.
10. To ensure that the Council's obligations for Health and Safety and risk management are properly met.
11. To act as line manager to, and to monitor the work of the Responsible Financial Officer, the Finance and Administration Assistant and the Parks Manager in keeping with the policies of the Council, and to undertake necessary activities in connection with the management of salaries, conditions of employment and work of other staff. To ensure that annual appraisals are carried out at the appropriate time.
12. To work closely with the Responsible Financial Officer in drafting budgets and monitoring expenditure and in completion of the Annual Governance and Accountability Return.
13. To act as Clerk to the Keswick Parks Charitable Trusts advising the Council as necessary in its role as Trustee, and to ensure that all legislative and Charity Commission requirements are met.
14. To oversee the management of Keswick parks in conjunction with the Parks Manager.
15. To liaise as necessary with commercial and other stakeholders in Keswick parks.
16. To maintain all deeds, leases contracts and other legal or confidential documentation in a safe and secure manner.
17. To act as the representative of the Council as required. To further develop working relationships and liaison activities and to raise the profile of the Town Council.
18. To prepare and issue information about the activities of the Council and Keswick Parks to the press and other media as required by the Council. To promote the Town Council and Keswick Parks through its website and other social media channels and to ensure that information is regularly and accurately updated.
19. To ensure the confidentiality of those Council and Trust matters which are not in the public domain.
20. To attend training courses and seminars as required by the Council on relevant subjects. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. To work towards achievement of the status of qualified Clerk as a minimum requirement for effectiveness in the role.
21. To act as a Trustee of Keswick Community Emergency Recovery Partnership.
22. To carry out such other duties commensurate with the post as the Council may reasonably decide as necessary.
23. To maintain political neutrality in conducting the role of the Clerk.

The post of Town/Trust Clerk is challenging and the duties will require regular evening and occasional other out of hours working.



PERSON SPECIFICATION – TOWN CLERK

	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>Educated to degree level or equivalent.</p> <p>Certificate in Local Council Administration (CILCA) or prepared to work towards achieving the qualification within the first 12 months of employment.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>A relevant professional qualification.</p> <p>Recognised business, finance, legal or administrative qualification.</p>
Knowledge and Experience	<p>Experience in local government, particularly at town or parish council level.</p> <p>A working knowledge and understanding of Local Government structure and practices</p> <p>Business administration, including project management, report writing and general administration.</p> <p>Competency in meetings administration including preparation of agendas, reports and minute taking. Practical experience of servicing committees and advising on Standing Orders.</p> <p>General knowledge of the law as it affects Local Councils, their powers and functions. A working knowledge of Charity Law.</p> <p>Budget setting and financial management and monitoring.</p> <p>Experience of managing a small team.</p> <p>Understanding of effective risk management.</p> <p>Experience of dealing with the public, especially in confrontational circumstances.</p>	<p>Knowledge and understanding of employment legislation and Human Resource management and implications for managing a staff team.</p> <p>Confident public speaker.</p> <p>Knowledge of civic protocol.</p> <p>Knowledge of Sage accounting package.</p> <p>Past experience as a Town Clerk or Deputy.</p> <p>Understanding of planning legislation.</p> <p>Experience of bidding for external funding.</p>
Skills and Abilities	<p>Ability to lead, motivate and enable staff as individuals and as a team.</p> <p>Able to work on own initiative and without supervision and within a small team environment.</p>	<p>Practical experience of writing articles and press releases for the local newspaper, newsletters and other media including websites.</p>

	ESSENTIAL	DESIRABLE
	<p>Excellent communication and customer service skills.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p> <p>Ability to secure good relationships with Councillors and provide objective advice to Councillors in a timely and coherent manner.</p> <p>Practical ICT skills including use of Microsoft Office Suite. Competent in all areas of administration including financial administration.</p> <p>Developing effective relationships with external and internal customers, the public, statutory bodies and others.</p> <p>Excellent organisational skills.</p>	<p>Liaison with the press, public and other stakeholders.</p> <p>Understanding the value of marketing and PR, including use of social media.</p> <p>Analytic skills with the ability to address and resolve complex issues.</p>
Personal	<p>Flexibility to work out of office hours to attend Council meetings and Council business.</p> <p>Willingness to engage with the community and acquire knowledge of the area.</p> <p>Ability to operate with complete impartiality in a political environment.</p>	<p>Diligent, honest, patient, diplomatic, precise, proactive, aware of confidentiality, able to see tasks through to the end.</p> <p>Current driving licence.</p>

Keswick Town Council

Job Application Form

The information requested in this form is important in assessing your application. Please complete accurately and in full. **PLEASE WRITE IN BLACK INK.**

Job Title: Town Clerk

Grade: LC3 SCP33-36 £36,922 - £39,880 p.a. starting salary depending on experience and qualifications (pro rata for 30 hours)

Closing date: 1st December 2020

PERSONAL DETAILS

Preferred form of address (e.g. Mr, Mrs, Ms, None)	
Surname	
Forenames	
Address	
Telephone home	Telephone daytime/mobile
Email address	
Have you been known by a different name Yes/No *please indicate If yes please give details.	

Asylum and Immigration Act 1996

The Asylum and Immigration Act 1996 makes it a criminal offence for Keswick Town Council to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

Do you have the right to live and work in the United Kingdom? YES/NO *please indicate

National Insurance Number (if applicable)

Relationship

Do you have a personal relationship with, or are you related to any member of staff or to a Keswick Town Councillor?

If 'yes', please give details

Canvassing directly or indirectly will automatically disqualify you from the recruitment process.

Applicants with Disabilities

Keswick Town Council seeks to make reasonable adjustments to the work environment and work practice to promote the employment of people with disabilities.

The definition of disability, as outlined in the Disability Discrimination Acts 1995 & 2005 states that "a person has a disability for the purpose of the Act if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities".

Do you have a disability you would like to tell us about?

Yes No

Nature of disability:

.....

(If yes, please list below any reasonable adjustments you would request):

During the interview process:

In carrying out the role for which you are applying:

.....
.....

Rehabilitation of Offenders Act 1974

Have you ever been convicted of a criminal offence? YES/NO

(If yes, please provide details below):

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.....
.....

Present Employment or Profession

Name and address of present employer	
Job title	Date commenced
Brief description of duties and responsibilities	

Grade	Salary	Other financial benefit
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Previous employment (earliest first including temporary, unpaid & voluntary work experience)

From Mth / Year	To Mth / Year	Employer	Job title & grade	Wage / salary	Reason for leaving

Education – Proof of qualifications may be required at interview

Date From	To	Schools, colleges attended	Qualifications gained or pending Subject & level	Grade

Attendance at training courses relevant to this employment

Course title	Organising body	Duration	Date

Membership of professional bodies

Body	Grade of Membership	Date	Whether by exam

JOB REQUIREMENTS

Please use this space to explain how you meet each one of the job requirements. You may draw on knowledge, skills, abilities, experiences, etc. gained from paid work, unpaid work, domestic responsibilities, education, leisure interests and voluntary activities. It is recommended that you use the job description to help you organise your information.

IF YOU REQUIRE MORE SPACE PLEASE ATTACH A SEPARATE SHEET

References

Give the names of two persons to whom a request for a reference may be made in respect of your application. The first should be from your last employer. Referees are only contacted if candidates are to be interviewed but if you do not wish a referee to be contacted until after a provisional offer of employment is made mark his or her name with a large asterisk.

Name
Position
Address
Telephone No.
Name
Position
Address
Telephone No.

Declaration

I understand that all forms of canvassing of any Councillors or staff of Keswick Town Council in connection with this appointment will automatically disqualify me. I declare that all the information I have given is, to the best of my knowledge and belief, true and accurate. I accept that any false statement may disqualify me from employment or render me liable to summary dismissal, and that I may have to produce documentary evidence of my qualifications and previous salary. Furthermore, I have not omitted any facts which may have a bearing on my application for employment. I also understand that no offer of employment made to me will be binding unless confirmed in writing. I give explicit consent that the information which I give on this form may be processed in accordance with the Council's registration under the Data Protection Act 1998.

Signed:

Date:

Please return your completed application form to:

**Lynda Walker – Town Clerk
Keswick Town Council
50 Main Street
Keswick
CA12 5JS**

Email address: townclerk@keswicktowncouncil.gov.uk

We very much regret that the volume of applications for this post precludes the acknowledgement of individual applications. You will therefore only be contacted further should you be shortlisted for interview.

EQUALITY & DIVERSITY MONITORING FORM

STRICTLY CONFIDENTIAL

(Please note the monitoring forms will be detached from your application prior to short listing and are used for monitoring purposes only)

Post Title:

Post Advertised in:

Surname: Forenames (in full):

Date of Birth Age: (years) Number of dependants:

Please tick boxes below as appropriate

Gender

Male Female Transgender Undeclared

Ethnic Origin (Please tick the box that you feel best describes your ethnic origin)

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Other Mixed Background (please specify)

Any other White Background (please specify)

Any other Mixed Background (please specify)

Asian/Asian British

- Indian
- Pakistani
- Bangladeshi

Black/Black British

- Caribbean
- African

Any Other Asian Background (please specify)

Any Other Black Background (please specify)

Chinese or other ethnic group

Chinese

Any Other Chinese or ethnic group (please specify)

Undeclared Ethnic Origin

Religion and Belief

Christian Buddhist Hindu

Jewish Muslim Sikh

No religion Other Religion Undeclared

Sexual Orientation

- Heterosexual (Orientation towards people of the opposite sex)
- Lesbian or Gay (Orientation towards people of the same sex)
- Bisexual (Orientation towards people of the same and opposite sex)
- Undeclared