

PADSTOW TOWN COUNCIL



DEPUTY TOWN CLERK

Salary: £26,835 - £28,172
(National Joint Council Spinal Column Points 33 – 35 pay award pending)

Padstow Town Council is a proactive Town Council in North Cornwall, a premier holiday resort, currently working towards Quality Status. The Council represents a population of approximately 3000 residents and 20,000 day visitors during the summer. The gross budget expenditure for 2008/09 is £758,000.

This position is a new post and the Deputy Clerk will be expected to work on projects in progress and be 'hands-on' with the day to day activities of a busy Council Office.

As Deputy you will provide a full supporting role to the Town Clerk and deputise in her absence. You will have HR skills, sound financial knowledge and some experience in line management. You will possess excellent communication, administration and IT skills and be flexible and able to work under pressure and to strict deadlines.

You will be keen to undertake Continuous Professional Development (CPD). You should either hold or be prepared to undertake the Certificate in Local Council Administration (CiLCA) or the Cert HEd in Local Policy. It is desirable that you will have worked for at least two years in local government.

If you have outstanding enthusiasm, stamina and commitment for the post please contact:

Ms M Sedgwick, Town Clerk, Padstow Town Council, Station House, Station Road,
Padstow, Cornwall PL28 8DA
Tel: 01841 532296 email: theclerk@padstow-tc.gov.uk

Completed applications and CV should be sent to the same address.

Closing date: Monday 28 July 2008

Interviews due to be held in August 2008