



LOUTH TOWN COUNCIL

APPLICATION PACK

DEPUTY CLERK

Application Pack Contents

1. Job Advert Summary and Timescales
2. Job Description
3. Job Specification
4. Contract / Terms and Conditions
5. Short history of Louth and the Council
6. Annual Town Meeting Notes May 2017
7. Application form

Deputy Clerk – Vacancy Notice



Louth Town Council

Louth Town Council plays an important role in the life of the community and has a vacancy for a committed enthusiastic Deputy Town Clerk who enjoys responsibility, variety and working as part of a small team.

The Job in Brief

To deputise for the Town Clerk and provide effective office, civic and administration support for the Town Council and its members. Future challenges and opportunities are expected to arise from the Transformation programmes of local principal authorities.

The role will include:

- Carrying out office management and administration to support the Town Clerk and Council.
- Providing first point of contact with Councillors and members of the public in the office and on the telephone.
- To carry out burial administration ensuring accurate allocations, recording and invoicing for services provided within the cemetery. Close liaison with the maintenance team may require visits to the cemetery and may also involve contact with bereaved families.
- Working closely with the Mayor of the Council to provide effective Civic Administration including keeping the Mayor's Diary, dealing with correspondence and assisting the Town Clerk to organise civic events.
- The role will require attendance at all evening meetings, awards presentations and council functions either at The Sessions House, in the town or at the Parish Church of St James.
- Good all round administrative, financial, communication and numeracy skills together with IT skills and knowledge of social media are required along with a willingness to gain CiLCA qualification (if not already held) within one year.

The role is 27.5 hours a week, to cover office based duties and to attend evening meetings and events. Time off in lieu will be given where necessary. Salary scale will be in the range NJC22 - 27 dependent on qualifications and experience.

Applications are invited from suitably qualified or experienced persons.

Further details can be obtained by contacting the Town Council by:

Email - clerk@louthtowncouncil.gov.uk

Or Telephone 01507 355895

Or calling in at The Sessions House, Eastgate, Louth, LN11 9AJ

Louth Town Council's office is open to the public Monday to Friday 10am to 1pm.

Application Forms are available on the Town Council Website www.louthtowncouncil.gov.uk or from the office and should be completed and returned by 12 noon Tuesday 27th February 2018. The full Job pack includes Job Description, Job Specification, Terms and Conditions, Louth Town Council Information and Annual Meeting Notes May 2017.

Interviews will be held on Tuesday 13th March 2018.