

TOWN COUNCIL OF FRINTON AND WALTON



Town Clerk

Part-Time: up to 25 hours per week.

Salary range: £36K – £41K pro-rata, depending on qualifications and experience.

We are looking for a proactive, dynamic individual who is an excellent manager, leader, innovator and ambassador to partner our elected members in delivering their vision. However, we also need someone with considerable administration and organisational skills. The Town Clerk would be expected to take a lead in building and maintaining good working relationships with all key stakeholders.

The successful candidate will manage the council's services, its staff and take on a pivotal role in ensuring our council continues to move forward. The post of Town Clerk is challenging, but rewarding.

Previous experience of Local Government is desirable. Also, the successful candidate would be expected to hold the Certificate in Local Council Administration, or be willing to attain it as soon as possible.

For an information pack please contact us by e mail at fawtc@btconnect.com or phone 01255 676666. Application is by curriculum vitae with a covering letter explaining how you meet the job specification.

Closing date: **Monday 27th September 2021 at 12 noon.**