



## **CHEPSTOW TOWN COUNCIL**

### **ROLE ADVERT**

- ROLE TITLE:** Deputy Town Clerk
- GRADE:** CTC Grade 7 NJC Spinal Column Point SCP 25 – 28  
(starting £29,577 pro rata)
- HOURS:** Part Time 25 hours per week worked Tuesday - Friday
- LOCATION:** The Gatehouse, High Street, Chepstow

Chepstow Town Council is seeking to appoint an experienced and committed person who will support the Town Clerk to deliver a broad range of services and projects. The successful candidate will have excellent interpersonal skills, a high level of self-motivation and have a sound knowledge of local government law, procedures and civic protocol. In addition, good time management and communication skills, fast and accurate keyboard skills, basic understanding of financial record keeping and an interest in servicing the local community of Chepstow are essential. You will also be required to respond to members of the public, prepare agendas and minutes and attend evening meetings.

As Deputy Town Clerk, you will assist with the democratic decision-making process and develop policies that will support the Town Council in enhancing its services to members, residents and visitors. The role will actively undertake the publicity, marketing and promotion of activities and functions in which the Town Council is involved, participating in the organisation and project management of events and functions and designing marketing and promotional material.

Attendance at evening meetings will be required along with occasional civic ceremonies at weekends.

The Certificate in Local Council Administration (or equivalent) is desirable or candidates should be willing to work towards it.

Application forms and details of the post are available via the Town Council's website at [www.chepstow.co.uk](http://www.chepstow.co.uk) or from the Town Clerk, Chepstow Town Council, The Gatehouse, High Street, Chepstow NP16 5LH.

**E-mail [clerk@chepstow.co.uk](mailto:clerk@chepstow.co.uk) or telephone 01291 626370 for an informal discussion. Closing date for applications: 12 noon Friday, 16<sup>th</sup> October 2020  
Interviews will be week commencing Monday, 26<sup>th</sup> October 2020**