

WELSHPOOL TOWN COUNCIL
APPOINTMENT OF TOWN CLERK

Salary within grade £38,000 to £42,000 pa (SCP 30 – 34)
Full-time (37.5 hours per week)

The Council is seeking a highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, staff, facilities and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills, to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Ideally you should possess the CiLCA and FiCLA qualifications and have a sound understanding of local authority organisation and management.

The post is full-time (37.5 hours per week) and some evening meeting attendance is required along with occasional weekend attendance at functions and/or events. We offer excellent nationally based terms and conditions of employment and an attractive salary for this full-time post.

Please call Cllr Morag Bailey on 07791 084119
or email moragb7@aol.com for a recruitment pack and application form.

Closing date for applications: Midday on Friday 10th January 2025

Welshpool Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.