

Appointment of Deputy Town Clerk & Projects Officer

Application Pack



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An exciting opportunity has arisen for an exceptional individual to join our small but dedicated team.

VACANCY: Deputy Town Clerk & Projects Officer

POST GRADE: NJC Scale 22 -28 (FTE £32,654 - £37,938) Permanent

HOURS: A minimum of 30 hours to a maximum of 37 hours (to be discussed at interview)

Are you someone who thrives in a role that offers both challenge and variety?

Are you able to balance administrative responsibilities with hands-on involvement in projects?

Do you want to be part of a team making a real difference in the community while demonstrating your organisational and practical skills?

The Role

This is an excellent opportunity for someone who wants an interesting and challenging role and is willing to become fully involved in the work of the council. As Deputy Town Clerk and Projects Officer, you will be the right-hand person to our Town Clerk, supporting them in the day-to-day running of the Town Council. This is no ordinary desk job – you will be involved in everything from helping prepare for council meetings to overseeing events and local projects. The role includes regular evening and occasional weekend working.

What you will be doing?

Based primarily in the council offices at Hebden Bridge Town Hall you will be:

- Assisting with Council and committee meetings, being responsible for the Projects, Events & Christmas Lighting, and Local Environment & Climate Emergency Committees – preparing agendas, papers, taking minutes.
- Supporting the day-to-day administration of the council.
- Managing the organisation of a range of events, from planning to execution, ensuring everything runs smoothly.

- Overseeing local projects and ensuring effective coordination between contractors and staff.
- Deputising across a range of the Council's activities in the absence of the Town Clerk.

What We are Looking For:

- Strong organisational skills – you will need to be able to prioritise tasks, meetings, and deadlines.
- Strong administration skills, including Windows and a range of web-based applications.
- A strong team player, who can take direction, as well as use their own initiative and lead by example.
- Great communication skills – there will be significant interaction between Council members, contractors and residents.
- Experience in local government would be a bonus, but if you are a quick learner with a can-do attitude, we would love to hear from you.
- This is a unique sector and a willingness to engage in training opportunities is expected.
- Resourcefulness and resilience – things can change quickly, and we need someone who thrives in a dynamic environment.

Why Join Us?

This is not just a job – it is an opportunity to be part of a close-knit team working to improve our town every day. You will have a role that keeps you engaged, with plenty of variety and the chance to see the impact of your work firsthand. Plus, we offer a competitive salary and benefits, professional development opportunities, and a work environment that values work-life balance.

Hebden Royd Town Council

Thank you for the interest you have shown in the role of Deputy Clerk and Project Officer. This is an exciting and significant role within the Town Council. The role is based at the Town Hall in Hebden Bridge, a charming town with a rich and cherished heritage.

Hebden Royd Town Council was created following the 1974 reorganisation of local government. The council comprises 18 councillors, elected from six wards.

Hebden Royd Town Council serves the communities of Cragg Vale, Hebden Bridge, and Mytholmroyd, and is located in the beautiful Upper Calder Valley. It works closely with colleagues in Calderdale Council to ensure that the community is at the heart of everything that it does.

The Town Council provides a range of services to the local community. It is involved with the delivery of a number of key events annually and supports many more events and projects through its significant Community Funding budget. It operates allotments, manages a wood meadow, provides hanging baskets, and works with its partners to enhance public spaces and parks. One of the key assets of Hebden Royd Town Council is the century old Picture House, a much-loved institution in Hebden Royd and work is ongoing to ensure that this heritage gem can continue to thrive. The council also plays a vital role engaging with and supporting numerous community actions.



Ready to Apply?

If you are ready for a role that offers variety, responsibility, and the chance to contribute to the community, we would love to hear from you!

1. Please read all of the application pack prior to completing your application and make clear why you are interested in the position, and what relevant skills and experience you have.
2. The application form should be completed in full; shortlisting will be based on the information provided. CV's will not be accepted.
3. The closing date for applications is midnight on Sunday 23 February.
4. Please forward your application, in confidence, by email to our administrator: rebekah.cox@hebdenroydtowncouncil.gov.uk.

If you would like to discuss the position informally, please email rebekah.cox@hebdenroydtowncouncil.gov.uk indicating the times you would be available to receive a phone call.

5. Applicants who have been shortlisted for interview will be advised by Wednesday 26 February.
6. Interviews will be held Thursday 6 March at Hebden Bridge Town Hall

JOB DESCRIPTION

Deputy Town Clerk & Projects Officer

The information on this job description is intended to provide both post holder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

POST TITLE: Deputy Clerk & Projects Officer

POST GRADE: NJC Scale 22 – 28 (£32,654 – £37,938)

The Post Holder will benefit from single point progression on the salary scale for holding a CiLCA

1. JOB SUMMARY

The Deputy Town Clerk and Projects Officer plays a crucial role in supporting the Town Clerk in the day-to-day management of the Town Council. This includes assisting with administrative tasks, ensuring the effective delivery of council services, and stepping in during the Town Clerk's absence.

The ideal candidate will possess strong organisational and communication skills, alongside practical awareness of maintenance issues and the ability to oversee project work, ensuring that tasks are completed effectively by contractors or staff. This position uniquely blends administrative duties with practical, operational tasks, ensuring that the council's services run smoothly both in the office and in the community.

2. KEY RESPONSIBILITIES

It must be recognised that this post is important in public relation terms representing the Council in an informative manner, and interfacing with the public on a daily basis. The role holder will act professionally with integrity at all times, and be approachable with an ability to remain calm.

Administrative Duties

- **Council Support:** Assist the Town Clerk in preparing for, and attending council meetings, including the preparation of agendas, minutes, and reports.

- **Legislative Compliance:** Help ensure that the Town Council complies with all relevant legal requirements and local government regulations.
- **Financial Oversight:** Support in budget preparation, monitoring expenditure, and managing financial records.
- **Correspondence Management:** Handle incoming and outgoing communications, including public enquiries, emails, and formal letters.
- **Policy & Procedures:** Assist in drafting, implementing, and reviewing council policies and procedures to ensure efficiency and compliance.
- **Committee Support:** Assist with managing committees (specifically Projects, Events & Christmas Lighting, and Local Environment & Climate Emergency) including organising meetings, taking minutes, and following up on action points.
- **Deputising:** Act as the primary point of contact and decision-maker in the Town Clerk's absence.
- **Commissioned Services:** To work closely with services that the Town Council may commission, ensuring appropriate results from these services. Reporting results and actions to the committees overseeing these services.

Practical & Operational Tasks:

- **Health & Safety:** Ensure health and safety regulations are adhered to, including regular checks on Council properties and addressing any hazards or issues. Including undertaking, implementing and monitoring risk assessment procedures, as required, and to put in place actions to mitigate risk, when undertaking a range of activities including events.
- **Event Delivery:** To develop, monitor, deliver, manage and evaluate a wide range of events and activities including the supervision of permanent and temporary staff, volunteers, consultants and contracted/commissioned staff associated with a particular project or event, monitoring/enforcement of conditions of use and payment systems.
- **Contractor Liaison:** Work with external contractors for larger maintenance or repair work, ensuring that jobs are completed to standard and on time.
- **Community Support:** Engage with the local community to address any immediate concerns regarding facilities or services. To observe and report to the appropriate Principal Authority service or appropriate bodies regarding daily problems (e.g. refuse collection, street lighting, housing, dog fouling & graffiti) and instigate action.

- **Community Development:** Liaise with various voluntary groups, community groups, schools, businesses, partner organisations and the public and to contribute to the development of positive links with and between the communities of Hebden Royd wherever possible.
- **Environmental Improvements:** identify opportunities for environmental improvements and implement projects to deliver them, examining the feasibility of projects by conducting research with partners and other agencies.
- **Project Development:** To monitor and manage the progress of projects through consultation, design, budget and implementation stages. Evaluating the outcomes to ensure objectives have been achieved.
- **Project Funding:** To actively seek funding from relevant sources for implementation of projects.
- **Public Relations:** To promote the role of the council in all project work and to communicate its work to a wider audience, through the media with press releases, staging of exhibitions, preparation of consultation material, attending meetings etc.
- **Other tasks:** To undertake such other duties as reasonably falling within the scope of the grade as may be required.

Qualifications & Experience

To be assessed through the application, interview and references

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<p>2+ years of experience in an administrative and/or project role, ideally within a local government or public sector setting.</p> <p>Knowledge of budgeting and financial management.</p> <p>Experience of using manual and computerised systems, including all Microsoft Office applications.</p>	<p>Familiarity with local government operations and regulations.</p> <p>Experience in preparing agendas, minutes, and reports for formal meetings.</p> <p>Basic health and safety knowledge, particularly in relation to public spaces and buildings.</p> <p>A knowledge of Hebden Royd and its community.</p>
Skills and abilities	<p>Highly organised with the ability to manage multiple tasks, prioritise workloads, and meet deadlines.</p> <p>Excellent communication skills, able to produce reports on a range of subjects.</p> <p>Strong analytical skills to resolve both administrative and practical issues as they arise.</p> <p>Ability to interact with Council members, staff, the public, and contractors in a professional and effective manner.</p> <p>The ability to manage self and prioritise to meet targets and deadlines</p> <p>A keen eye for detail, ensuring accuracy in documents and thoroughness in maintenance tasks.</p> <p>Evidence of strong project management</p>	<p>Ability to develop and maintain a strategic plan</p> <p>Practical experience of servicing committees, report writing and implementation of decisions in a timely manner.</p> <p>Knowledge of civic protocol.</p> <p>Experience of managing website organisation and content. Fluent and confident user of social media. Ability to use these channels to increase community engagement.</p>

	<p>skills applied successfully to deliver a range of projects/events.</p> <p>Strong inter-personal skills, ability to work effectively on your own and in a team.</p> <p>Confidence in performing practical tasks, from trouble shooting maintenance issues to supporting the setup of community events.</p>	
Qualifications & knowledge	Willingness to undertake and achieve the Certificate in Local Council Administration (CILCA).	<p>Local policy or community governance qualification</p> <p>Other relevant vocational and/or job-related training.</p>
Personal Qualities	<p>Ability and flexibility to grow with the role and undertake training.</p> <p>Ability to maintain good relationships with councillors, colleagues, contractors and the public.</p> <p>Able to exercise tact and diplomacy and maintain confidentiality.</p> <p>Enthusiastic, with a positive 'can do' attitude and willing to take the initiative.</p> <p>Team player with a sense of humour.</p> <p>Ability to work regular evenings and other antisocial hours occasionally</p>	

Terms and Conditions of Employment

For all purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services (NJC/Green Book) as amended by the contract of employment.

1. **Salary** The post is offered at a salary within the range NJC Spinal Column Points (SCP) 22 – 28 (£32,654 - £37,938). Annual increment following 12 months' service, within the scale following a satisfactory appraisal
2. **Working Week** - The normal working week will be at least 30 hours over four days or 37 hours over five days, to be discussed at interview. However, as Deputy Town Clerk it is expected that you will work flexibly and commit sufficient hours, subject to working time regulations, to meet the needs of the Council including attending meetings and events in the evening and at weekends as required.
3. **Place of Work** - The Council is located in the Town Hall, Hebden Bridge and this will be your primary place of work, but you may be required to work from other locations as the position requires.
4. **Other Employment** - The post holder will be fully engaged in the employment of the Council and agrees not to undertake any other paid employment without the consent of the Town Clerk. The Council reserves the right to require that any other employment does not conflict with the role or standards required to be undertaken or met in the position of Deputy Town Clerk.
5. **Annual Leave** - The post holder is entitled to the equivalent of 23 working days annual leave (raising to 28 days annual leave after five years' service), plus bank holidays and two extra statutory days in each leave year.
6. **Period of Notice** - The post is subject to a 6-month probationary period and the permanent appointment must be confirmed by the Council. The post holder must give at least three months written notice to terminate the Employment. The post holder will be entitled to statutory notice during the probationary period and three months written notice after successful completion of the probationary period.
7. **Pension** - The postholder is entitled to join the contributory West Yorkshire Local Government Pension Scheme.
8. **Employee Development** - The Deputy Town Clerk is entitled to:
 - A monthly meeting with the Town Clerk during the first 6 months to explore their direction of work and personal development.

- After 3 months a discussion with the Town Clerk and a duly appointed representative(s) of the Council to agree and refine the specific responsibilities of the post and to agree performance measures, indicators and milestones.
 - At the end of the first 6 months an agreed Personal Development Plan setting out the tasks and on-going professional development required to achieve key result areas and to develop personal goals over the next period of 12 months.
 - Monthly one-to ones and an annual appraisal would be in place thereafter.
9. Health and Safety Regulations, Other Legislation & Policies - You will be expected to familiarise yourself with all relevant regulations, legislation and policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required. Detailed policies and procedures are outlined in the Employee Handbook with which you are expected to comply.