



## **Rugeley Town Council Job Advert for a Town Clerk**

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 administrative and organisational skills.

The Town Council is well placed to unite the actions of all stakeholders including local authorities, businesses and residents. The Town Clerk would be expected to take a lead on building and maintaining good working relationships with all these organisations in the best interest of the town.

This is an exciting opportunity to lead a team of dedicated staff who support 19 Councillors in Rugeley, Staffordshire. The Town Council oversees several community celebrations each year, monthly Artisan Markets and manages the Rugeley Rose Theatre. Owing to retirement of the current post holder, the post will start April / May 2023 and will involve some overlap with the current Clerk.

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, and the duties will require regular evening work and occasional weekend work.

The salary is based on 25 hours per week and will be calculated according to the National Joint Council rates dependent on qualifications and/or experience but will be within the range Spinal Column Point 37 – 41 (£43,516 - £47,573 pro rata).

**Possession of the Certificate in Local Council Administration is essential.**

To discuss the position and obtain an application pack which includes a job description and staff structure, please contact the current Town Clerk on 01889 574074 or go to our website: [Vacancies - Rugeley Town Council](#)

**The deadline for applications is 4pm on Friday  
24<sup>th</sup> February 2023.**