College House

St Leonards Close

Bridgnorth

Shropshire

WV16 4EJ

**Locum Town Clerk**

Bridgnorth Town Council is looking to recruit a Locum Town Clerk following the resignation of its Town Clerk. This role would be a temporary position to cover the period of recruitment and selection to the vacant position of Town Clerk. Previous experience as a Town Clerk or locum clerk is essential.

The Town Clerk leaves the town council at the beginning of February 2025 and the Town Council would like a period of up to six months which will include a period of hand-over with the Town Clerk. Ideally the start date would be early January 2025.

Hours to be agreed with the candidate but would be 37 hours per week, Monday to Friday and is an office-based post which will include evening meetings.

The salary is to be agreed with the successful candidate and is dependent upon the qualifications, skills and experience together with strong organisational, communication and IT skills.

The main function of the role as the proper officer and to manage the day to day running of the Town Council and services delivered to the residents and community. Other duties include:

* Responsibility for the preparing agendas, minutes for the monthly meeting held on the third Tuesday of each month at 6.45pm
* HR and Staffing for 17 members of staff
* Close Liaison with 16 town councillors and supporting their work with local residents
* Ensuring the ensuring the Council acts within the law and advising the Council on all aspects of its work

For further information, please contact either Clare Turner – Town Clerk, email clare.turner@bridgnorthtowncouncil.gov.uk or Councillor Chris Aked – Chair of Personnel Committee, email chris.aked@bridgnorthtowncouncil.gov.uk

The closing date is Friday 3rd January 2025.