**New Year, New Challenges?**

**Do you want to make a difference? Change more than your work/life balance...**

Here at Spennymoor Town Council we’re proud to serve the people of our vibrant town on the outskirts of Durham City.

We work closely with partners to deliver and enable a range of services to residents and visitors – from parks, allotments and cemeteries to community centres, community events and our amazing Town Hall which boasts performance spaces, an art gallery and mining museum.

Following a recent staffing restructure, we’re looking for four new colleagues to join us as we work to create an exciting future and embrace opportunities to enhance this great town. One of these new roles is a brand new position of Deputy Town Clerk/Corporate Services Manager.

Spennymoor is going places – and so can you! If you have the attitude, skills and experience that we need, we want to hear from you.

Closing date is 5pm Friday 31st January 2025.

**DEPUTY TOWN CLERK/CORPORATE SERVICES MANAGER**

Permanent, full time (37 hours)

NJC pay scale 36-40 (£46,731 – £49,764)

Your place of work will be our Council HQ in Spennymoor Town Hall, and hybrid working will be considered. You will line-manage a team of five colleagues and will be a key part of the Council’s Senior Management Team.

As a great communicator and natural rapport-builder, you’ll bring your passion for local government and your understanding of policy and governance processes to bear as we work to build a great future for our Council.

You’ll lead our corporate and democratic service area, working closely with the Town Clerk and your senior management colleagues to develop and maintain best-in-class policies and procedures that enable the rest of the Council to deliver great services to the people of Spennymoor. You will support the Town Clerk in our Council and Committee meetings and Working Groups. And you’ll take a lead role on developing our approach to PR & communications, making sure that we are telling people about our work in the town and also connecting and amplifying the work of our other local community partners.

You will line manage our Senior Finance Officer, Executive Support Officer, Finance & Administration Assistant, and Customer Service & Business Administration Apprentices.

If you don’t already hold the Certificate in Local Council Administration (CiLCA) you’ll commit to completing the qualification within 6 months of taking up post. Ideally, you’ll have a relevant professional qualification at level 4 or above, and/or a relevant academic qualification at level 5 or above.

We’re looking for candidates with at least 3 years of experience working in the local government sector (ideally with direct exposure to democratic services/processes and committee management, although this isn’t essential).

For full job description please [click here].

**Do you…**

Believe in efficient and effective public services?

Want to feel valued and respected? And want to reciprocate, making workmates feel valued and respected too?

Want to make a difference?

Enjoy getting stuck in to help when others need it?

Welcome helping-out with occasional evening or weekend community events?

Use your initiative and offer ideas and experiences that work?

Know you’re not the finished article, and welcome supportive ongoing professional development to help you reach your goals?

**We can offer…**

A job where you really can make a difference.

Great development opportunities.

Free car parking.

A dedicated High Street office and good welfare facilities in a vibrant town centre.

Laptop & mobile phone.

Usual office hours of 8:45am – 5pm Monday – Thursday, 8:45 – 4:30pm Friday, with hybrid/flexible working options

Up to 32 days holiday, plus public holidays (usually eight days per year)

A chance to work for a Disability Confident Employer.

An employer’s contribution rate of 19.6% of your salary towards your pension (Local Government Pension Scheme current eer’s rate, January 2025)

**Sounds Good? Feels right? Looks interesting? Here’s what to do next:**

We are an equal opportunities employer, and we welcome applications from all suitably qualified persons.

Application forms only please – no CVs. For an application form [click here].

Please use the application form to demonstrate how you meet the minimum (and hopefully desirable!) criteria as per the person specification set out in the job description for the role you are applying for. We use your application form and supporting information for interview shortlisting purposes, so tell us as much as you can about your suitability for the role in your application form.

Closing date for return of application forms is 31st January 2025.

We plan to hold interviews for shortlisted candidates on Wednesday 19th February. Further details will be provided to shortlisted candidates no later than Friday 7th February.

**WE’D WELCOME AN INFORMAL CHAT IF YOU ARE INTERESTED IN THIS ROLE!**

If we’ve piqued your interest, please get in touch with Ian Morris, Town Clerk, on 01388 815276 or email [ian.morris@spennymoor-tc.gov.uk](mailto:ian.morris@spennymoor-tc.gov.uk)