

January 2025

Re: Deputy Clerk / Planning & Projects Manager vacancy – Henley Town Council

Thank you for your interest in the position of Deputy Clerk / Projects & Planning Manager at Henley-on-Thames Town Council.

Attached are further details about the post, including a job description and person specification.

If you would like to apply, please submit your CV and a covering letter. The covering letter should state why you are interested in the post and should address how you feel you meet **each aspect** of the person specification criteria.

The closing date for applications is **Friday 21st February 2025 at 1pm.**

It is anticipated that interviews will be held the week beginning 3rd March 2025.

For more information, please contact the Town Clerk, Sheridan Jacklin-Edward, on 07595 608577 or email clerk@henleytowncouncil.gov.uk.

We look forward to receiving your application.

Yours sincerely,



Sheridan Jacklin-Edward CertHE BA(Hons) FdA MA PSLCC
Town Clerk

DEPUTY CLERK / PROJECTS & PLANNING MANAGER

Position: Deputy Clerk / Projects & Planning Manager	Salary: £42,708 to £50,788 FTE + very generous pension
Reports to: Town Clerk	Hours: Part-time - 30 hours per week (0.8) (Full-time considered)
Contract type: Permanent	
<p>About the Council</p> <p>The Town Council represents the thriving and picturesque Henley-on-Thames, bordered by both the Chilterns and the River Thames. Henley is renowned for its beautiful market town facilities, its sporting achievements, and an ever-growing programme of cultural and recreational events.</p> <p>The Town Council is the first tier of local government, with 16 councillors and a staff of c.30. We are one of the busiest town councils in the country, providing a wide range of quality services including parks, recreation grounds, open spaces, sports and arts facilities, allotments, cemetery, moorings, car parks, a visitor information service, and community buildings. We also have an extensive property portfolio and significant financial investments.</p> <p>We are a very ambitious town council, dedicated not only to fulfilling our statutory functions, but leading on a wide range of projects and services to benefit the community. Recent and ongoing projects include a new adventure playground and installation of air source heat pumps and solar panels on Council-owned buildings, constructing a new 3G football pitch; provide a new sports pavilion, parks depot, and more affordable housing for the town; expanding the town bus service; renovating several Council buildings; creating new pedestrian crossings; improving the Christmas Festival and lights; and campaigning for better water quality in the Thames.</p> <p>The Council has also declared both climate and nature emergencies and is dedicated to leading on schemes to improve biodiversity, sustainability and reduce emissions throughout the town.</p>	
<p>Purpose of the role</p> <p>The postholder is a member of the Senior Management Team. They manage the Planning & Projects Team, which oversees all matters relating to planning and planning policy; projects to tackle the climate and nature emergencies; and administering major capital projects.</p> <p>In their role as Deputy Clerk, they are responsible for providing cover in the absence of the Clerk, including providing procedural advice to members and staff, and making urgent decisions that would usually be taken by the Town Clerk.</p>	

Duties and responsibilities

Planning & Project Manager

1. Leading on the delivery of major capital projects as and when they arise. This includes the sale of land for development at 353-357 Reading Road and the building of a new 3G pitch at Jubilee Park.
2. Managing all members of the Planning & Projects team – the Project Officers and Planning Officer – including supervising their workload, approving leave and working hours, performance management, and organising training.
3. Overseeing tasks delegated to members of the Planning & Projects team, including:
 - (a) Servicing the Neighbourhood Plan Committee and coordinating the review of the Neighbourhood Plan.
 - (b) Servicing and providing support to the Climate and Nature Emergency Advisory Group.
 - (c) Servicing and providing support to the Transport Strategy Group, including progressing any actions arising from the meetings.
 - (d) Servicing the Planning Committee, including ensuring all planning applications and other planning matters are reported to the Committee for comment; and feeding back comments to the local planning authority.
4. Undertaking continuing professional development on project management and developing community infrastructure.
5. Performing such other duties as may be required from time to time, as required by the Council.

Deputy Clerk

1. To provide cover for the Town Clerk in their absence, including:
 - (a) Approving any urgent decisions usually delegated to the Town Clerk, excluding any which by law must be carried out by the Proper Officer or Responsible Finance Officer.
 - (b) Coordinating and attending meetings on behalf of the Town Clerk.
 - (c) Providing advice to councillors and staff on matters of procedure and corporate governance.
2. To keep informed of changes in law, policy and procedure affecting the Council, including attending any relevant training.

Person Specification

Essential

- Experience of managing large projects
- Previous experience working in the local government sector
- Holds, or is willing to achieve within a year, the Certificate in Local Council Administration (CiLCA)
- Knowledge and experience of committee work
- A good working knowledge of the planning system
- Excellent oral and written communication skills
- Strong analytical skills
- Good administrative skills
- Effective prioritization and delegation skills
- The ability to manage and implement change diplomatically
- The ability to build effective working relationships
- Effective budget management skills
- Experience of procuring goods and services
- Experience of managing and developing staff
- Independent decision-making skills
- The ability to act impartially in a political environment
- Willingness to work the occasion evening and / or weekend, as required

Desirable

- Educated to degree level or equivalent
- Qualifications in a relevant subject, such as project management, procurement, building management, etc
- Previous experience working for town / parish councils

Further details

The Town Council is an equal opportunities employer and committed to good staff welfare. This includes flexible working arrangements and the Council is willing to work with the successful applicant to negotiate working hours to suit both the employee and the Council.

The Town Council also offers a very generous pension scheme.