

Ilminster Town Council

Town Clerk



Are you passionate about your local community? Are you a careful administrator, a good communicator and an enthusiastic manager? Would you consider joining Ilminster Town Council as its new Town Clerk?

The Council is looking for a dynamic and innovative individual to lead a growing Council into the future. The successful candidate will need to build positive relationships with Councillors, staff, residents, community groups, businesses and other local organisations. You will also lead and manage our dedicated team of 8 staff and take overall responsibility for all administrative functions.

In addition, you will be responsible for a wide range of quality services including recreation grounds, open spaces, cemetery and the Herne Hill Nature Reserve. The Council is also negotiating with Somerset Council on service and devolution aspects.

Ideally, we are seeking CiLCA qualified candidates with a minimum of 2 years' experience of being a Town Clerk or in a similar role. However, exceptional applicants from outside the sector will be considered - full support and training will be given.

We are offering a full-time position of 37 hours per week. The salary is within the SCP Range Scale Point 38 - 41 (£46,464 to £49,498) which includes some evening and very occasional weekend working. The package includes 23 days paid leave plus public holidays and a generous local government pension scheme.

Please email the Recruitment Panel at recruitment@ilminster.gov.uk for more information about the role.

A recruitment pack and application form (required for all applicants) can be obtained from the Town Council's website www.ilminster.gov.uk/vacancies or on request from the office by calling 01460 52149.

CVs will not be accepted; a completed application form is required.

The successful applicant will be required to undertake a DBS check.

Closing date for applications is Noon on Thursday 4 July 2024 and interviews will be held Tuesday 9 July 2024.