

ROTHWELL TOWN COUNCIL

Market House, Market Hill, Rothwell,
Northants., NN14 6BW
E-mail: rothwell.council@gmail.com
Phone: 01536 713252 (part time)

1. Rothwell Town Council has a vacancy for a Town Clerk and Responsible Financial Officer, working from the Council Chamber and office on the first floor of the Market House and with storage facilities on the ground floor. Unfortunately there is no disabled access to the first floor because it is impossible to provide this as the Market House is a Grade I Listed Building, owned by the Rothwell Preservation Trust. Other local groups and community organisations (including the Trust) also meet in the Council Chamber. Potential candidates will be welcome to visit the Market House to look at the facilities. There is the website at rothwelltown.co.uk which is run by the Town Council.

2. Rothwell has 12 Councillors and approximately 6,000 electors. The precept for 2017/18 was £30,000.

3. As with other Town and Parish Councils within the Borough of Kettering, Rothwell does not have responsibility for items such as the recreation grounds and play areas in the town but the Town Council is working with the Borough Council to replace and upgrade some of the children's play equipment.

4. Applications are invited from suitably qualified and experienced persons. The Town Clerk will be responsible for the administration and finances of the Town Council. The job includes some evening work especially for the meetings on the second Tuesday of each month. There is also the preparation for and attendance at civic functions, in particular Remembrance Sunday Service at the War Memorial and the annual Civic Service on Rowell Fair Sunday, which includes a parade to the Church and afterwards to the Blessing of Rowell Fair (Rowell is the local name for Rothwell). There is also the Rothwell In Bloom scheme for hanging baskets in the town centre which is organised by the Town Clerk although the Borough Council provides the planted baskets.

The successful applicant would be expected to have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration). He or she must be fully computer literate with good communication skills. Friendly and positive outlooks are essential.

5. The salary will be in accordance with NJC Scale SCP 30-38 (pro rata) with a salary of £10,874-£13,556 per annum (£906.15-£1,130 per calendar month). The hours of work will be an average of 15 per week and the job includes interaction with residents regarding queries and requests to report various matters to the Borough and County Councils for their attention. An early review of the salary and hours could be considered as the new Clerk upgrades and modernises the IT systems and general procedures, including the new Data Protection Act.

6. Applications can be submitted by E-mail or post by the 3rd November 2017 to the contact details above.