

Recruitment Advert

Town Clerk (Proper Officer) / Responsible Finance Officer (RFO)

Saltash is a vibrant town in south east Cornwall. Saltash faces the city of Plymouth over the River Tamar, is popularly known as “the Gateway to Cornwall” and has a population of circa 15,620.

Saltash landmarks include the Tamar Bridge which connects Plymouth to Cornwall by road, the Royal Albert Bridge designed by Isambard Kingdom Brunel and the grade II listed cottage of Mary Newman, the mistress of Sir Frances Drake, plus many more.

The town expanded in the 1990’s with the addition of the large estate of Latchbrook, and again with the more recent building on another housing area, Pillmere. In the summer of 2009, the Saltash postcode area was judged as the more desirable place to live in Great Britain.

The Town Council of 16 councillors covers Essa, Tamar and Trematon Wards. councillors are elected every 4 years and carry out their duties on a voluntary basis.

More information on the councillors and the services provided by the Town Council can be found here: <https://www.saltash.gov.uk/>

An exciting opportunity has arisen to join Saltash Town Council as Town Clerk and Responsible Finance Officer, to work alongside the Town Council and other stakeholders to deliver a range of Council services.

The successful candidate will have a proven track record of success within the Town Council sector, including both team management and human resources practices and issues, a good understanding of the role and functions of a progressive Town Council, and above all a proactive attitude to getting things done with excellent communication skills to administer the work of the Town Council.

This is a particularly exciting time for the Town Council, and we are therefore looking for an excellent team builder to enthuse and motivate the existing and expanding team.

Hours 37 per week variable but generally 9am to 5pm Monday to Friday (subject to attendance at evening meetings and weekend Civic Events as required).

NJC – 42 - 45, £45,859 - £49,213 (pending national pay scale review), local government pension scheme, 24 days holiday plus bank holidays.

Would you like to know more? Information pack with full details of the role and application form available:

- Online <https://www.saltash.gov.uk/jobvacancies.php>
- By Telephone: 01752 844846
- By email to the Acting Town Clerk sinead.burrows@saltash.gov.uk

Please note; CV's will not be considered.

Please return your completed application form to the Acting Town Clerk sinead.burrows@saltash.gov.uk

Due to Covid-19 interviews may be held via the virtual Zoom platform. If you require assistance in accessing Zoom please contact the Acting Town Clerk sinead.burrows@saltash.gov.uk

If you have not received a response within a week of the closing date, then your application on this occasion has not been successful.

Closing date: Sunday 13th February 2022 at midnight.

Anticipated interview date: Friday 25th February and Monday 28th February 2022.

