



LYDNEY TOWN COUNCIL
Forest of Dean District

TOWN CLERK

Lydney Town Council is seeking to appoint an enthusiastic, dynamic and forward-looking Town Clerk/Proper Officer/Responsible Financial Officer with the necessary skills, experience and knowledge to work with its councillors and staff to deliver the Council's priorities.

Lydney Town Council provides a wide range of high-quality community services including Bathurst Park, recreation grounds and sports facilities, open spaces, allotments, cemetery and garages. The Council has 15 elected members, eight members of staff and a budget in excess of £606,000. The Council engages in various active partnerships across a range of economic and regeneration opportunities.

Lydney is a growing Town with an anticipated population increase in excess of 3,000, and current major regeneration projects such as Lydney Harbour and Docks – this is an exciting time to be part of our Council team. The new Clerk will help ensure that the Council is prepared for the future and is maximising opportunities to serve the community through exploring new opportunities and developing exciting new projects.

We are seeking a high calibre individual, who shares our values of excellent community service, to lead our dedicated team of staff and to work actively with the elected members and the community. The key objectives of this post are to:

- develop existing services, ensuring the efficient and effective implementation of Council business
- improve communication with our community
- successfully support the delivery of an exciting programme of projects within the community
- ensure that the Council's governance is maintained to the very highest possible standard.

The role demands good leadership, self-motivation, excellent administrative, financial and interpersonal skills, enthusiasm, lateral thinking and an ability to forge strong working relationships with the Council, partners and the community. The successful candidate will have demonstrable financial management and leadership experience and be capable of instigating and managing projects. Commitment, flexibility, diplomacy and an ability to communicate effectively at all levels are key elements for this post.

The post is to commence as soon as possible, working 37 hours per week (although reduced hours would also be considered). Some evening meetings and occasional weekend work will be necessary. Salary will be on the national scale LC3, with the starting point depending on qualifications and experience.

Applications for this post are invited from suitably qualified persons who preferably already hold an appropriate qualification, e.g. the Certificate in Local Council Administration (CiLCA). An application pack can be download from the vacancy page on the Council's website

www.lydneytowncouncil.co.uk

Applications in the form of a CV with two referees and a covering letter must be returned by 11 am on Friday 27 March 2020.

Any questions you may have please contact Walter Leach (Mayor) in the first instance via Cllr.wleach@lydneytowncouncil.co.uk. We look forward to hearing from you.