



Newhaven Town Council

Deputy Town Clerk

(Full Time)

Salary Scale: £33,024 - £36,648 Full Time (37Hrs Mon-Fri)

Newhaven Town Council is looking for someone to join our small team in a new role working alongside the current Town Clerk to ensure the council's aims and aspirations are delivered.

You don't necessarily have to come from a Local Government background, but you should be highly organised, possess excellent inter-personal and IT skills, and be quick and keen to learn. Previous experience of staff supervision in an office environment, successful project delivery and a commitment to providing excellent customer care at all levels are also key to this role.

Whilst possession of the Certificate in Local Council Administration (CiLCA) would be a distinct advantage, the council is committed to supporting the successful applicant in attaining this qualification within the first eighteen months of employment.

Attendance at scheduled evening meetings and occasional weekend events will be required, for which time off in lieu will be granted.

Newhaven Town Council is committed to Equality of Opportunity and welcomes applications from all sections of the community.

A Full UK Driving License and access to a vehicle will be necessary for this role.

Closing date: 09:00Hrs Monday June 3rd 2024

Completed application forms with a short covering letter will be accepted by email or post direct to:
Ken Dry, Town Clerk, Newhaven Town Council, Council Offices, 18 Fort Road, Newhaven. BN9 9QE.

****Please note, CV's will not be considered.****

Email: - ken.dry@newhaventowncouncil.gov.uk

Town Council Offices: (01273) 516100

Website: <https://www.newhaventowncouncil.gov.uk/>

Application Form and associated documents:

<https://www.newhaventowncouncil.gov.uk/wp-content/uploads/2024/03/NTC-Application-Form-270224.doc>

<https://www.newhaventowncouncil.gov.uk/wp-content/uploads/2024/03/JD-PS-Deputy-Town-Clerk-270224.pdf>

Interview date: w/c June 10th 2024.

Additional information

Successful candidates will need to evidence that they have the Right to Work in the UK.