



Bexhill-on-Sea Town Council

A vacancy has arisen for the position of The Town Clerk

Bexhill-on-Sea Town Council is seeking to appoint a Town Clerk. The Town Clerk is the Council's Head of Paid service and Proper Officer, responsible for providing strong organisational leadership and delivering the Council's vision and strategic priorities. Working closely with elected members, the postholders will shape policy, lead service delivery, and support the economic, social, and environmental wellbeing of the town.

Key Responsibilities include:

The Town Clerk is responsible for the effective administration of the Council's business, providing professional advice to elected members and ensuring that all decisions are implemented lawfully and efficiently. Key responsibilities include managing the Council's finances, staffing, and assets; preparing agendas and attending Council and committee meetings; ensuring compliance with all relevant legislation and governance requirements; and overseeing risk management, health and safety, and data protection. The Town Clerk also acts as the Council's principal representative and point of contact, leading communications, supporting community engagement, and coordinating projects and partnerships to deliver the Council's priorities.

The reception desk will be open from 10am – 2.30pm Monday to Friday.

Working hours will be five days per week 8:30 – 4:30 Monday – Friday.

The role will be 37 hours per week working to a flexible shift rota that meets the needs of the office management plans.

Relocation expenses available subject to negotiation.

Successful applicants should be working towards CiLCA qualification and look to be qualified within 12 months.

An application form is available on our website or by emailing:

rfo@bexhilltowncouncil.gov.uk

Tel: 01424 214248

The post is offered at NJC scale SCP 33 – 58 (£44,075 - £80,821), dependent on experience and qualifications

Applications should be submitted to the Deputy Town Clerk by 5 pm on Friday 23rd January 2026.

JOB DESCRIPTION

Town Clerk

Person Specification

Efficient administration skills with good clerical and customer care skills. A good communicator with confidence in dealing with members of the public, in person and on the phone.

	Essential	Desirable
Education	Degree-level education or management qualification. Strong commitment to continuing professional development.	CiLCA (Certificate in Local Council Administration). Membership of the Society of Local Council Clerks (SLCC).
Experience	Proven leadership experience in a senior management role. Experience of strategic planning, policy development, and project delivery. Experience in managing budgets and financial systems. Experience in partnership working and stakeholder engagement.	Experience in the local government sector. Track record of securing external funding or investment. Experience of economic development or regeneration initiatives.
Skills	Excellent communication and negotiation skills. Strong leadership and team management Motivational abilities, ability to manage change and foster innovation. Excellent IT skills including Microsoft 365.	Public speaking and media handling experience. Advanced project management skills.
Knowledge	Sound understanding of local government law, procedures, and governance. Knowledge of asset management and procurement.	Knowledge of the Bexhill-on-Sea area, community needs, and priorities. Familiarity with national/local government funding streams.

	Understanding of Health and safety responsibilities.	
Personal Qualities	<p>Integrity, resilience, and political sensitivity.</p> <p>Commitment to public service values.</p> <p>Ability to work flexibly, including evenings and weekends when required.</p>	<p>Creative problem-solving approach. Track record of community advocacy or civil leadership. Full UK driving licence and access to a vehicle.</p>

Job Description

The Town Clerk is the Council's chief executive officer and principal adviser, responsible for the effective management of the Council's services, staff, and resources. The Clerk will provide strategic leadership, ensure sound governance and compliance with statutory requirements, and support the Council in delivering its Corporate Plan. The Town Clerk will oversee financial and asset management, lead staff and organisational development, and coordinate the delivery of major projects. Acting as the Council's principal liaison, the role represents the Council in dealings with the community, partners, and external bodies, while ensuring transparent, efficient decision-making and high standards of public service.

Specific Responsibilities

1. Lead the creation, delivery, and review of the Council's Corporate Plan.
2. Provide informed policy advice and identify emerging issues and opportunities.
3. Encourage innovation and continuous improvement across all services.
4. Build effective partnerships with public, private, and voluntary sector organisations.
5. Promote the town as a location for investment, business growth, and community participation.
6. Identify and manage opportunities for external funding and financial support.
7. Lead and develop the Council's staff team, fostering professionalism and accountability.
8. Implement effective performance management and staff development programmes.
9. Oversee strategic management and long-term sustainability of Council assets.
10. Ensure compliance with financial policies and value for money.
11. Coordinate the planning, funding and delivery of major Council projects.
12. Ensure project timescales and budgets are met.
13. Have a clear understanding of Devolution.
14. Fulfil all statutory requirements under the Local Government Act 1972 and other legislation.
15. Oversee risk management and health and safety responsibilities.
16. Serve as the Council's principal representative at local, regional and national levels.
17. Lead Council's communication and media activity to maintain positive engagement from residents.

Application Procedure

Please complete the attached application form and return it to the Deputy Town Clerk either:

By post: 35 Western Road, Bexhill-on-Sea, TN40 1DU

Or

Via email rfo@bexhilltowncouncil.gov.uk

Closing date for applications is 5 pm on Friday 23rd January 2026.