

IRTHLINGBOROUGH TOWN COUNCIL



Council Offices, Station Road
Irthlingborough, Northants NN9 5SN
Tel/Fax: 01933 650866
Email: admin@irthlingborough-tc.gov.uk

Clerk of the Council: Mrs Angela Daly
Mayor: Councillor Allan Short

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Applications are invited for the post of

ASSISTANT TOWN CLERK and FUNDING OFFICER

Salary: NJC Scale SCP 26 -29: £23,398 - £25,951 (pro-rata).

Hours: Part-Time 25 hours per week. (The role will include working some evenings.)

THE ROLE

As Assistant Clerk and Funding Officer you will be responsible for:

- providing administrative support to the Town Clerk
- deputising for the Town Clerk as required
- seeking and applying for Project funding
- you will also be part of a small team providing administrative support to the Town Council, its Mayor, Members, residents and visitors

The ideal candidate would hold a Certificate in Local Council Administration (CILCA) and ideally possess local government experience with knowledge of the parish council sector. A successful candidate who does not hold the CILCA qualification would be expected to undergo training to achieve a CILCA qualification within 12 months.

A full job description and person spec is available on the Irthlingborough Town Council website and electronically from assistant@irthlingborough-tc.gov.uk.

Application is via electronic application form only – CV's will not be accepted.

To request an application pack please email assistant@irthlingborough-tc.gov.uk

Applications should be returned by 6 October 2017 to:

assistant@irthlingborough-tc.gov.uk

Interviews will be held during the week commencing 16 October
with an intended start date of 1 December 2017 (subject to negotiation).