

# WHALEY BRIDGE TOWN COUNCIL

Mechanics Institute, Market Street, Whaley Bridge, High Peak, Derbyshire SK23 7AA  
Town Clerk: Mrs S Raybould Tel 01663 733068  
e-mail: [towncouncil@whaleybridge.com](mailto:towncouncil@whaleybridge.com)



## TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

### PERSON SPECIFICATION AND JOB DESCRIPTION

#### Job Profile

Grade: LC2 / 35 – 38, Hours per week: 28 - depending on qualifications and experience

Reporting to: Town Council, HR issues managed by Chair & Deputy Chair, mentored by Chair

Qualifications: CiLCA qualified, or Certificate of Higher Education in Local Council Administration or Local Policy

#### Profile of the Parish & Town Council

Parish comprises four wards: Fernilee, Furness Vale, Taxal and Yeadsley

Population: 7250, Electorate: 5346 with a higher than average percentage with first degree or above.

Description of Area: Valley township, with adjoining village and hamlet, bounded by green belt and the Peak District National Park, at the entrance to the Goyt Valley, at the terminus of the Peak Forest Canal, served by the Manchester to Buxton rail line and by frequent buses to Stockport, Manchester, Buxton, Glossop, Matlock, Derby and Macclesfield.

The Town Council meets on the second Thursday of each month at 7.30pm, apart from August, followed by a planning committee meeting, which meets every month. In addition the Town Council organises the Annual Town Meeting.

The Town Council comprises twelve elected councillors (two of whom are also borough / county councillors)

Whaley Bridge is represented by three members on High Peak Borough Council, one on Derbyshire County Council, and is part of the High Peak Parliamentary Constituency

#### Council Aspirations

The council aspires through the Local Council Award Scheme to be a quality council, to provide good value for money, to use its general power of competency to ensure the town is a safe, pleasant place to live in, visit and work in

The Town Council is leading on the preparation of a Neighbourhood Plan

To work towards the provision of level access to the Mechanics Institute (also Council offices)

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#### Job Description of the Town Clerk

Proper Officer – preparing and publishing agendas and recording minutes of the Town Council, and Planning Committee, liaison with outside authorities and agencies, enacting council resolutions, enacting Council projects, completing returns, public engagement as required by Council, newsletter and council notice-boards and website

Managing the Brookfield Pond Nature Reserve, maintenance of the Shallcross Incline Greenway, managing other council assets such as seats, flower baskets, bins & telephone box

Responsible Financial Officer – collecting income by way of precept and grant, keeping proper records and receipts, procurement according to council resolution, preparation of budgets, returns & reports, payroll input and personnel administration of three other part-time staff

Secretary and Financial officer of the Mechanics Institute Trustee and managing the Administrator and Caretaker, taking bookings, presenting reports, supervising projects, managing tenancy of Local Library in basement

Managing the 3G Multi Use Games Area

Generally sign-posting public visitors to the council offices to other agencies as necessary

Managing the town allotment site

#### Personal Characteristics of the Ideal Candidate

Diligent, honest, patient, diplomatic, good people skills, precise, team-member, pro-active, good organisational skills, awareness of confidentiality and ability to see tasks through to the end

#### Skills Required

Good minute taker, articulate, good IT skills (Outlook, Word, Excel and MS Publisher), basic competence in WordPress, good listener, numerate

Basic design skills would be very useful

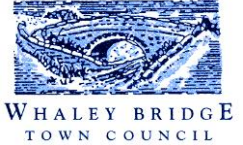
Willingness to learn and help the council to develop

The clerk will be encouraged to join SLCC

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#### **Availability**

The distribution of hours per day will be agreed during the interview process; however the job requires the attendance at some evening meetings, and the coverage of the office during the hours 09.30 to 12.30, Monday to Friday.

#### **Probationary Period**

Six months, with regular reviews, and opportunity to seek guidance

#### **Minimum Competency**

CiLCA Qualification; English and Maths to a high level

#### **Training and Development**

The Council will support the successful candidate in the development and maintenance of their professional skills, as relevant to the role