

## **BISHOP AUCKLAND TOWN COUNCIL**

### **ASSISTANT TOWN CLERK**

**LC2 (20 - 25), £25,991 - £29,577**

Bishop Auckland Town Council is seeking to appoint a forward thinking and dynamic individual to help ensure the smooth and efficient running of the Council and its services, and to deputise for the Town Clerk in their absence.

Ideally applicants will be able to demonstrate they have a working knowledge of local government and broad experience in administration, finance and customer service in a public sector environment. The successful applicant will be expected to hold or be willing to work towards obtaining the Certificate in Local Council Administration (CiLCA).

This is an exciting time for Bishop Auckland. The town is benefitting from a private sector led multi-million-pound regeneration programme which will see the opening of a number of major new attractions that will have a positive effect on the town centre and wider locality. It is also an exciting time of growth for the Town Council, which was established in 2007, having recently moved into its own premises to help the Council move forward and achieve its aspirations.

We are looking for a proactive individual, with a flexible approach to the work environment, who can support the Council to grow and successfully realise the collective vision of a positive and prosperous future for the town of Bishop Auckland. The successful candidate will be required to build strong relationships with key stakeholders, partner organisations and community groups. They will also need considerable administration and organisational skills.

The post is full-time (37 hours per week) and qualifies for membership of the Local Government Pension Scheme.

If you feel that you meet these requirements, we would like to hear from you. The post of Assistant Town Clerk is challenging and duties will require attendance at some evening meetings and occasional weekend and public holiday working may be required. The normal place of work for this post will be the Town Council offices, however the postholder may be required to work on occasion from home or at other venues or locations within the Bishop Auckland area as reasonably required.

The closing date for applications is 10<sup>th</sup> December 2021. It is expected that the interviews will take place week commencing 3<sup>rd</sup> January 2022.

For further information about this post please contact Sarah Harris, Town Clerk, 01388 207110 or [sarah.haris@bishopauckland-tc.gov.uk](mailto:sarah.haris@bishopauckland-tc.gov.uk)

Bishop Auckland Town Council is committed to equality of opportunity and actively welcomes applications from all sections of the community.

To apply for the post please use North East Jobs