

New Year, New Challenges?

Do you want to make a difference?

Change more than your work/life balance...

Here at Spennymoor Town Council we're proud to serve the people of our vibrant town on the outskirts of Durham City.

We work closely with partners to deliver and enable a range of services to residents and visitors – from parks, allotments and cemeteries to community centres, community and civic events, and our amazing Town Hall which boasts performance spaces, an art gallery and mining museum.

Following a recent staffing restructure, we're looking for four new colleagues to join us as we work to create an exciting future and embrace opportunities to enhance this great town.

Spennymoor is going places – and so can you!

If you have the attitude, skills and experience that we need, we want to hear from you.

You can read more about the roles on the following pages, and we encourage you to get in touch for an informal conversation if you're interested in any of these roles.

Closing date for applications is 5pm, Friday 31st January 2025.

The Roles

DEPUTY TOWN CLERK/CORPORATE SERVICES MANAGER (£46,731 – £49,764)

COMMUNITY & CULTURE MANAGER (£39,513 - £43,693)

GROUNDS & FACILITIES TEAM LEADER (£29,093 - £32,654)

CEMETERY & ALLOTMENTS OFFICER (£29,093 - £32,654)

A summary of each role can be found on pages 2 – 4.

Information about the application process can be found on pages 5 & 6.

DEPUTY TOWN CLERK/CORPORATE SERVICES MANAGER

Permanent, full time (37 hours)

NJC pay scale 36-40 (£46,731 – £49,764)

Your place of work will be our Council HQ in Spennymoor Town Hall, and hybrid working will be considered. You will line-manage a team of five colleagues and will be a key part of the Council's Senior Management Team.

As a great communicator and natural rapport-builder, you'll bring your passion for local government and your understanding of policy and governance processes to bear as we work to build a great future for our Council.

You'll lead our corporate and democratic service area, working closely with the Town Clerk and your senior management colleagues to develop and maintain best-in-class policies and procedures that enable the rest of the Council to deliver great services to the people of Spennymoor. You will support the Town Clerk in our Council and Committee meetings and Working Groups. And you'll take a lead role on developing our approach to PR & communications, making sure that we are telling people about our work in the town and also connecting and amplifying the work of our other local community partners.

You will line manage our Senior Finance Officer, Executive Support Officer, Finance & Administration Assistant, and Customer Service & Business Administration Apprentices.

If you don't already hold the Certificate in Local Council Administration (CiLCA) you'll commit to completing the qualification within 6 months of taking up post. Ideally, you'll have a relevant professional qualification at level 4 or above, and/or a relevant academic qualification at level 5 or above.

We're looking for candidates with at least 3 years of experience working in the local government sector (ideally with direct exposure to democratic services/processes and committee management, although this isn't essential).

For full job description for the [Deputy Town Clerk role please click this link](#).

COMMUNITY & CULTURE MANAGER

Permanent, full time (37 hours)

NJC pay scale 30-34 (£39,513 - £43,693)

Your place of work will be our Council HQ in Spennymoor Town Hall, and hybrid working will be considered. You will line-manage our Events Officer and our brilliant group of art gallery volunteers, as well as commissioning services from a range of technical and professional contractors to help us with our community and cultural programme of activities.

Your skill, experience and passion for all things community/cultural will be vital as we review and reshape our approach to the provision of activities in our town. As a natural collaborator you will nurture our existing relationships with community cultural organisations, and you'll develop and build new relationships within and outside Spennymoor.

You'll lead on programming exhibitions, events and other activities in our Town Hall, open spaces and other parts of Spennymoor. You'll be the curator of our fantastic Bob Abley Gallery.

You must hold a relevant professional qualification at level 4 or above and have a minimum of 3 years' experience of working in a management role in public, commercial, marketing or retail sectors (ideally within a creative or cultural setting).

For a full job description for the [Community and Culture Manager role please click this link](#).

GROUNDS & FACILITIES TEAM LEADER

Permanent, full time (37 hours)

NJC pay scale 15 – 22 (£29,093 - £32,654)

Your place of work will be the Council's depot in Jubilee Park and any other Council facility or grounds. You will support the Grounds & Facilities Manager by supervising a large team of operatives and assistants, plus two Horticulture Apprenticeships.

You'll have a sound level of knowledge of horticulture and/or facilities management practices. You'll be able to build relationships with and lead a great team with a wide variety of skills and experiences. You'll spend much of your working days outdoors with our grounds and estates teams, supervising teams and individuals while also mucking-in on a variety of horticultural and maintenance activities.

You'll work with the team and the Grounds & Facilities Manager to ensure safe, efficient and effective working practices, bringing forward ideas for modernising our tools, equipment and working procedures.

You must have a recognised supervisory or management qualification at level 2 or above and a horticulture qualification at level 4 or above. You may already have recognised qualifications in facilities management and/or ecology, but if you don't then you'll have a willingness to enhance your knowledge and skills in these areas.

For a full job description for the [Grounds & Facilities Team Leader role please click this link](#).

CEMETERY & ALLOTMENTS OFFICER

Permanent, full time (37 hours)

NJC pay scale 15 – 22 (£29,093 - £32,654)

Your places of work will be the Council HQ in Spennymoor Town Hall, the Council's depot in Jubilee Park, and our allotment and cemetery sites across the town.

You will play a lead role in the development and delivery of the Town Council's cemetery and allotment services. This includes lead responsibility for cemetery and allotment administration as well as supporting the Grounds & Facilities Manager with the day-to-day cemetery and allotment operations. This will require a proportion of the working week spent outdoors in our two beautiful cemeteries and/or carrying out inspections on our allotment sites.

Ideally, you'll already have ICCM cemetery management qualifications but if you don't we'll support you to do these and they must be achieved within 6 months of appointment. You'll be comfortable with detailed administrative tasks and will take great pride in meticulous record keeping. You'll also value not being stuck in an office all day every day and you'll enjoy being able to get out and about around our sites when required.

For a full job description of the [Cemetery and Allotments Officer role please click this link](#).

Do you...

Believe in efficient and effective public services?

Want to feel valued and respected? And want to reciprocate, making workmates feel valued and respected too?

Want to make a difference?

Enjoy getting stuck in to help when others need it?

Welcome helping-out at occasional evening or weekend community events?

Use your initiative and offer ideas and experiences that work?

Know you're not the finished article, and welcome supportive ongoing professional development to help you reach your goals?

We can offer...

A job where you really can make a difference.

Great development opportunities.

Free car parking.

A dedicated High Street office and good welfare facilities in a vibrant town centre.

Laptop & mobile phone

Usual office hours of 8:45am – 5pm Monday – Thursday, 8:45 – 4:30pm Friday

Up to 32 days holiday, plus public holidays (usually eight days per year)

A chance to work for a Disability Confident Employer.

An employer's contribution rate of 19.6% towards your pension (Local Government Pension Scheme current employer's rate, January 2025)

Sounds Good? Feels right? Looks interesting? Here's what to do next

We are an equal opportunities employer, and we welcome applications from all suitably qualified persons.

Application forms only please – no CVs. [For an application form please click this link.](#)

Please use the application form to demonstrate how you meet the minimum (and hopefully desirable!) criteria as per the person specification set out in the job description for the role you are applying for.

We use your application form and supporting information for interview shortlisting purposes, so please tell us as much as you can about your suitability for the role in your application form.

Closing date for return of application forms is 31st January 2025.

We plan to hold interviews of shortlisted candidates during the week commencing Monday 17th February 2025:

Deputy Town Clerk – Wednesday 19th February

Community & Culture Manager – Thursday 20th February

Grounds & Facilities Team Leader – Friday 21st February

Cemetery & Allotments Officer – Friday 21st February

Further details will be provided to shortlisted candidates no later than Friday 7th February.

WE'D WELCOME AN INFORMAL CHAT IF YOU ARE INTERESTED IN THIS ROLE!

If we've piqued your interest, please get in touch with Ian Morris, Town Clerk, on 01388 815276 or email ian.morris@spennymoor-tc.gov.uk