



INGLEBY BARWICK TOWN COUCIL

TOWN CLERK/RESPONSIBLE FINANCE OFFICER/COMMUNITY HUB MANAGER

Closing date: Friday 30th October 2026

Location: The Rings Community Hub, Ingleby Barwick, Stockton-On-Tees, TS17 5LL

Salary: NJC Scale 33-41 (£45,529 - £54,143)

Ingleby Barwick Town Council are looking for a proactive, dynamic individual with considerable administration and organisational skills who is an excellent manager, leader, innovator and ambassador to partner our elected members of the Council in delivering their vision in the town's future.

The post offers a stimulating role with a high degree of responsibility and a variety of duties. The successful candidate will have to demonstrate clear leadership abilities and have a sound understanding of Local Government procedures, finance and administration. You will need to be able to build a wide range of positive working relationships with Councillors, staff and partner organisations across the public, private and voluntary sector. Excellent communication and IT skills, are required.

The post holder will be the Proper Officer of the Council, who is responsible for the effective administration and lawful operation of the Council.

The successful candidate would be expected to hold the Certificate in Local Council Administration or be willing to attain it within two years of starting in post.

The role is 37 hours per week, Monday to Friday. Attending monthly Town Council evening meetings and occasional events outside of normal working hours will be required.

Recruitment of the post is being co-ordinated by SHR International Group.

For further details and an application pack, please use the following link:

<https://www.inglebybarwick-tc.gov.uk/the-council/vacancies/>