



BERKHAMSTED TOWN COUNCIL  
DEPUTY TOWN CLERK (Maternity Cover)  
VACANY INFORMATION

**Fixed Term position (12 months)\***

**Generally 28 hours per week. Must be able to attend some evening meetings and occasional civic functions**

**Salary scale SCP 29 (£32,910 FTE, actual salary £24,905)**

**Membership of Local Government Pension Scheme**

**Based at The Civic Centre, High Street, Berkhamsted**

**\*The cover period required may be for up to 15 months**

Berkhamsted Town Council has an exciting opportunity for a Deputy Town Clerk to cover maternity leave from the 1<sup>st</sup> of September for a fixed term period of 12 months, although it may be up to 15 months.

The successful candidate will be required to assist the Town Clerk with a diverse and interesting range of duties.

They will be responsible for managing the Town Council's Planning Committee.

The postholder will have responsibility for communication with local authorities at all levels, community groups and service providers as well as the general public. They will be expected to work as part of a small friendly and professional team, as well as on their own initiative.

The postholder will need to have previous senior administrative experience. Local Government experience would be desirable but is not essential as training will be provided.

The Town Council offices are on the second floor of the Civic Centre in Berkhamsted High Street with staff parking to the rear. The Council is made up of 15 elected councillors and this year's Town Mayor is Cllr Stephen Cloughton.

The Town Council works closely with other organisations to enhance the assets and character of Berkhamsted and contributes financially to such initiatives. The Town Council lobbies other organisations such as Dacorum Borough Council and Hertfordshire County Council for improved facilities in Berkhamsted.

The post holder will work with the councillors, the Town Clerk and partner organisations to further enhance and improve Berkhamsted for the benefit of residents.

Application packs are available from <https://www.berkhamstedtowncouncil.gov.uk/job-vacancies.html> and should be either emailed or posted to Mr Tony Noakes, Town Clerk, Berkhamsted Town Council, Civic Centre, 161 High Street, Berkhamsted, HP4 3HD or emailed to [townclerk@berkhamstedtowncouncil.gov.uk](mailto:townclerk@berkhamstedtowncouncil.gov.uk)

The closing date for receipt of applications is the **7 July 2021 at 12 noon**. If you would like to have an informal discussion with Tony Noakes the Town Clerk please telephone 01442 800 152.