



Application for Assistant Town Clerk



Horwich Town Council



Council meetings held in
the Council Chamber,
Public Hall , Lee Lane,
Horwich, Bolton BL6 7AQ

Town Council Office
Horwich Community Centre
Beaumont Road
Horwich
Bolton
BL6 7BG

01204 691090
townclerk@horwich.gov.uk
www.horwich.gov.uk

12 August 2024

Dear Applicant,

Assistant Town Clerk

Thank you for expressing an interest in the Assistant Town Clerk role with Horwich Town Council. We hope that the contents of this application pack will provide an insight into our organisation, the role and what it is like to work here. The Council is growing quickly, and we are looking for individuals who will support our organisation as it moves through a period of change and growth. We hope you find everything you need to apply for this position, but should you require additional information about the recruitment process please do not hesitate to get in touch. Good luck with your application.

The information in this pack is arranged as follows:

1. About the selection and interview process
2. About Horwich Town Council
3. Terms and conditions of employment
4. About the applicant
5. Job description for Assistant Town Clerk role and Deputy Town Clerk role
6. Person Specification
7. Application Form

Yours faithfully,

Carol Hutchinson – Town Clerk

How to apply and about the Selection and Interview Process

1. Please read all of the application pack prior to completing your application and make clear why you are interested in the position, and what relevant skills and experience you have with reference to the Job Description and Person Specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet those short-listing requirements. If further space is needed, please continue on a separate A4 sheet.
2. The application form should be completed in full; shortlisting will be based on the information provided. Please also complete and submit the Equality and Diversity Monitoring Form with your application.
3. The closing date for applications is 17.00 on 6 September 2024
Applications received after this time may not be considered
4. Please forward your application to either townclerk@horwich.gov.uk or send to Horwich Town Council, Room 1, Horwich Community Centre, Beaumont Road, Horwich, BL6 7BG
5. Applicants who have been shortlisted for assessment/interview will be advised by 13 September 2024

Selection process

Our shortlisting panel will only consider the information on the application form and will not read CV's or covering letters, so please ensure that the form contains all the information that you would like to get across. We will review each application and score it based on how well you meet the essential and desirable attributes within the person specification. Please ensure that the contact details are filled out correctly and clearly.

6. The interviews will be held at Horwich Town Council, Horwich Community Centre, Beaumont Road, Horwich, BL6 7BG. Please note that if you require any additional access arrangement, to notify the Town Clerk if you are invited for an interview.
7. Interview process
8. The shortlisting panel will undertake all reviews. The interview process will include the panel asking a series of questions to build upon your application to assess your suitability for the role.
9. Appointment Date: To be confirmed and subject to satisfactory employment checks with references.

When posts require regular travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

About Horwich Town Council

- 14 elected unpaid members which represent 8 Wards; Vale, Bridge, Lever Park, Church, Claypool, Brazley, Central and Fallbirch.
- The Mission Statement: to maintain and enhance its vibrant character, to improve its appeal as a place to visit, protect its heritage and green spaces and provide opportunities for its residents.
- The Council conducts most business through Full Council, meetings twice a month and several sub-committees, meeting on a regular basis throughout the year. The Council's governance and staffing structures are included in this pack.
- The Town Council employs 7 members of staff
- Responsible for a range of services and events including Horwich Community Centre, Horwich RMI Cricket Club Recreational Ground (subject to purchase), Boundary signs, planning applications consultee, Grants and Civic awards, youth provision, lighting of the civic tree, Remembrance Sunday and the Festival of Horwich.
- The Council has a long-term action plan which is located on the website.

Committee's and Working Groups

The Council's current committee and working group structure is shown below.

From time to time, the creation of working parties/Sub Committees are created to make recommendations on a specific topic/project. Additional meetings of all committees/working groups can be called

Committee / Working Group	No. of Meetings per annum
Full Council (these consist of Finance and Planning applications)	23
Staffing Sub Committee	As and when required
Civic Awards and Signs	Annually
Standing Orders	As and when required
Horwich Community Centre	As and when required
Sports Advisory	As and when required
Events	As and when required
Finance Review	Annually, usually November
Environmental	As and when required
Appeals Panel	As and when required
Grants to Voluntary Organisations	3 times a year

Terms and Conditions of Employment

For all purposes not specified within this document, the post is subject to the terms and conditions of service determined by the National Joint Council for Local Government Services (NJC/Green Book)

- 1. Job Title:** Assistant Town Clerk
- 2. Salary:** The role is banded between Spinal Column Point NJC Spinal Column Points (SCP) 13 and 17. You will progress through this range on annual increments however the SCP will be dependent on qualifications and experience rising to SCP 18 to 23 for the Deputy position.
- 3. Payment of salary:** Paid monthly on 15th of each month, or the last working day prior to the 15th if the pay date falls on a non-working day or public holiday.
- 4. Probation period:** The post is subject to a probationary period of 6 months.
- 5. Pension:** Membership of the Local Government Pension Scheme (LGPS), based on a Career Average Revalued Earnings (CARE) basis.
- 6. Hours of work:** the role is part time of 15 hours per week. In addition, attendance at events and meetings outside the standard working hours will enable the incumbent to take time off in lieu, at a time that is convenient. Leading to 30 hours in the Deputy Town Clerk post after 12 months.
- 7. References:** The post is subject to two satisfactory references.
- 8. Other employment:** The Council reserves the right to require that any other employment does not conflict with the role or standards required to undertaken.
- 9. Annual Leave:** The post holder is entitled 23 days, in addition to the normal bank holidays rising to 26 after 5 years' service plus two extra statutory days to be taken at the discretion of the Council (usually the Christmas holiday period).
- 10. Place of work:** The role is based at the Town Council offices in Horwich Community Centre, Beaumont Road, Horwich but will be required to work out of, and visit, other sites in Horwich.
- 11. Training:** Will be provided on the Town Councils accounting system (however experience of SAGE is preferable). On the job training will also be provided for other aspects of the role. To hold, or work towards CiLCA in an agreed time frame. Additional qualifications such as CiLCA is only subject to satisfactory completion of probation.
- 12. Period of Notice:** The post is subject to a 6 months probationary period.
- 13. Health and Safety Regulations and other Legislations and Policies:** You will be expected to familiarise yourself with all relevant regulations, legislation and policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required.

Post Title: Assistant Town Clerk

Responsible to: Town Clerk and Deputy Town Clerk

Responsible for: n/a

Job summary: The Assistant Town Clerk's key role is to support the Town and Deputy Town Clerks of the Council in exercising all the Council's statutory duties and functions. In the absence of the Clerks, the Assistant Clerk will be expected to carry out the day-to-day duties.

Office Management
To be the first point of contact and to attend to routine administrative tasks, correspondence, queries, dealing with phone and email enquiries and redirect other issues to the appropriate authorities.
Staying up to date with matters effecting the council and bringing these to the attention of the Town Clerk and Council as and where relevant
Purchasing of office stationery
To maintain records and filing system.
Council Administration
Ensuring delivery of Horwich Town Council's objectives to a high standard.
To liaise and assist the Clerks on all matters pertaining to the Council, Councillors and Staff and to deputise when Deputy/Clerk are absent.
To assist the with the annual schedule of meetings and confirming speakers at meetings.
To prepare in consultation with the Clerks, agendas and reports for meetings and to clerk these meetings, taking minutes and maintaining an accurate record of action required, implementing appropriate action to ensure that the resolutions/recommendations are carried out in a timely manner.
Study reports and other data on matters relating to the business of the Council and discuss matters with specialists where required including recommendations so that Council have all the relevant information to make informed decisions.
To assist in sending the recommendations of the Planning Committee to the Planning Department at Bolton Council after each meeting if this has been clerked by yourself.
To maintain an accurate record of action required, implementing appropriate action to ensure that resolutions/recommendations are carried out in a timely manner in accordance with the policy decisions.
To manage, monitor and control Town Council facilities, service agreements and any partnerships entered into by them i.e Community Centre, Heritage Centre
To assist in ensuring all Council and Centre subscriptions are maintained and kept up to date accordingly.
Familiarise oneself with the issuing, monitoring and response to planning applications received by the Parish Council as Statutory consultee.
Support
To research training opportunities for staff and councillors and maintaining records of attendance
Cover the Clerks in the instance of any absence due to sickness, leave or training.
Assist and support Council staff when appropriate
Democratic Services
Provide assistance where possible during local elections and the induction of any subsequent Town Councillors
Assist in maintaining information regarding Councillors; Council records and publicly available documents and information including Declaration of Interests and comply with all statutory requirements.
Strategic Projects
To assist in the reviewing and in the delivery of strategic projects of the Council as delegated by the Town Clerk and those contained within the approved Council Action Plan
Ensure communication of the projects, where relevant, with other members of staff/councillors and or/the public
Events Co-ordination

To assist with the arrangement and attendance of events including, but not limited to Remembrance Day Parade, Christmas light switch on, Festival of Horwich.
Financial management
To assist in the financial management of the Horwich Community Centre including budget setting
To raise purchase orders in accordance to the decisions agreed at council and with best value in mind.
Assist with the preparation of the annual budget including precept, and the submission of annual accounts in accordance with financial regulations.
Have delegated responsibility for expenditure in emergency situations up to a designated amount in the absence of the Deputy and the Town Clerk.
Assist with the quarterly and annual monitoring and balancing of the Council's accounts.
To assist in the preparation and processing of the quarterly VAT online returns
To assist and complete in documents relevant for internal and external audit, policies and risk assessments to meet regulations.
To assist in procurement, seeking quotes, tendering for contract to ensure best value.
To maintain petty cash float, ensure adequate security for the money and to keep adequate records of receipts and payments, in line with the councils Financial Regulations
To ensure all insurances are maintained and kept up to date accordingly.
To input financial data onto the accounting package and reconcile accounts on a monthly basis (subject to training or relevant experience).
Civic Services
To be responsible for and manage the Town Mayors diary
Assist the Town Clerk in the arrangement of the Annual Town Meeting, Mayoral Inauguration and Civic events
Communications
Responsible for the Council's Annual Report and quarterly Newsletters, and other such posters and publications as requested
Assist with the creation of Council press releases and publicity of the Council's activities and authorise such releases in the absence of the Clerk including updating of the Heritage Trail leaflet.
Produce regular contents for social media
Assist in the management and administration of the Council's website
Writing and creating articles for the website
Policy, Legal, Governance and Compliance
Assist with ensuring that legal, statutory and other provisions governing or affecting the running of the Council are observed and ensure that Council members have an up to date understanding of their statutory and other responsibilities.
Assist with service delivery to a high standard, including inspections, safety and maintenance of Council assets.
Assist with the monitoring and review of implemented policies of the Town Council to ensure that are achieving the desired result and, where appropriate, suggest modifications and to conform to legislative changes
To ensure the Council's website contains relevant information and follows the Transparency Code
Help monitor the Council's insurance liability, and asset register in conjunction with the Clerks, ensuring adequate cover is in place.
Assist in maintaining, implementing, monitoring, and complying with the Council's Health & Safety Policy and carry out any required risk assessments for new Council/Centre activities.
General
Work flexible hours to meet the needs of the Council for Council and Committee meetings and events.
Undertake other duties within the capacity of the post holder as reasonably expected/requested by the Clerks
Training
Undertake training as identified or directed by the Clerks
Study and achieve the CiLCA qualification

Person Specification – Assistant Town Clerk

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience demonstrating the ability to work in a small team and versatility • Experience of business or office administration or transferable experience. • Can demonstrate experience of report writing • Experience in writing, editing, proof reading, and formatting copy. 	<ul style="list-style-type: none"> • Local Government structures and practices. • Experience of Project Management. • Experience of obtaining grants or funding. • Experience with procurement and tender processes. • Experience with property, maintenance, and general asset management. • Experience of Sage or similar accounting package.
Qualifications/ Training And Education	<ul style="list-style-type: none"> • Minimum of GCSE grades A-C in English and Maths or equivalent • Willingness to undertake any necessary and relevant training and a commitment to continuing professional development • A commitment to undertake The Certificate in Local Council Administration (CiLCA) as a priority within the first 12 months 	<ul style="list-style-type: none"> • Educated to Degree Level or equivalent • Other relevant recognised professional development • Completion of the Certificate of Local Council Administration (CiLCA)
Knowledge and Skills	<ul style="list-style-type: none"> • Relevant or transferable work experience, qualifications, and knowledge • Able to prioritise tasks and workload, set and meet deadlines • Ability to work individually, using own initiative, as well as part of a team • Excellent written skills. Able to write grammatically correct with attention to detail • Report writing and presenting information in reports or a willingness to learn. • Able to communicate clearly and accurately in a range of different situations. 	<ul style="list-style-type: none"> • Minute taking of meetings • Knowledge of managing and updating websites • Knowledge and awareness of Local Government structures and practices. • Knowledge of the legislation related to local councils. • Understanding of planning legislation. • Knowledge of Health and Safety processes and carrying out Risk Assessments. • Ability to understand financial information, produce inventories, spreadsheets, budgets.
IT	<ul style="list-style-type: none"> • Comprehensive skills and knowledge of using Microsoft 365 applications. 	<ul style="list-style-type: none"> • Proficient in Excel. • Experience of social media management (Facebook)
Management	<ul style="list-style-type: none"> • Able to demonstrate positive leadership skills 	<ul style="list-style-type: none"> • Experience of staff management including delegation and an ability to motivate and develop staff through training.

Qualities	<ul style="list-style-type: none"> • Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council. • Can demonstrate creatively. • Knowledge and understanding of effective customer care and service, especially in confrontational circumstances. • Can demonstrate a professional image and friendly impression. • Remains calm under pressure. • Can move seamlessly between tasks. 	
Other	<ul style="list-style-type: none"> • Willingness to work additional hours by agreement to attend Council meetings and Civic functions. • Ability to operate with impartiality in a political environment 	<ul style="list-style-type: none"> • Ability to travel, valid driving licence, and have access to transport.

Post Title: Deputy Town Clerk

Responsible to: Town Clerk

Responsible for: day to day supervision of the Centre Manager and the Caretakers

Job summary: The Deputy Town Clerk's key role is to support the Town Clerk of the Council in exercising all the Council's statutory duties and functions. In the absence of the Clerk, the Deputy Clerk will be expected to carry out the day-to-day duties.

Office Management
To be the first point of contact and to attend to routine administrative tasks, correspondence, queries, dealing with phone and email enquiries and redirect other issues to the appropriate authorities.
Staying up to date with matters effecting the council and bringing these to the attention of the Town Clerk and Council as and where relevant
Purchasing of office stationery
To maintain records and filing system.
Council Administration
Ensuring delivery of Horwich Town Council's objectives to a high standard.
To liaise with and deputise the Town Clerk on all matters pertaining to the Council, Councillors and Staff and to deputise when the Town Clerk is absent.
To assist the with the annual schedule of meetings and confirming speakers at meetings.
To prepare in consultation with the Clerk, agendas and reports for meetings and to clerk these meetings, taking minutes and maintaining an accurate record of action required, implementing appropriate action to ensure that the resolutions/recommendations are carried out in a timely manner.
Study reports and other data on matters relating to the business of the Council and discuss matters with specialists where required including recommendations so that Council have all the relevant information to make informed decisions.
To send the recommendations of the Planning Committee to the Planning Department at Bolton Council after each meeting if this has been covered by yourself
To maintain an accurate record of action required, implementing appropriate action to ensure that resolutions/recommendations are carried out in a timely manner in accordance with the policy decisions.
To manage, monitor and control Town Council facilities, service agreements and any partnerships entered into by them i.e Community Centre, Heritage Centre
To ensure all Council subscriptions are maintained and kept up to date accordingly.
Issue, monitor and respond to planning applications received by the Parish Council as Statutory consultee.
Support
To research training opportunities for staff and councillors and maintaining records of attendance
Deputise for the Town Clerk in any absence due to sickness, leave or training
Deputise and support Council staff when appropriate
Carry out and assist with staff annual appraisals and performance reviews as requested by the Town Clerk
Responsible for the day to day running and supervision of staff
Supervision of contractors contracted carrying out work on Parish Council assets in conjunction with the Town Clerk ensuring that relevant insurance, method statements and risk assessments are in place prior to any works being carried out.
Democratic Services
Deputise and manage local elections and the induction of any subsequent Town Councillors
Maintain information regarding Councillors; Council records and publicly available documents and information including Declaration of Interests and comply with all statutory requirements.

Strategic Projects
To review and deliver strategic projects of the Council as delegated by the Town Clerk and those contained within the approved Council Action Plan
Ensure communication of the projects, where relevant, with other members of staff/councillors and or/the public
Events Co-ordination
To arrange and attend in conjunction with the Clerk events including, but not limited to Remembrance Day Parade, Christmas light switch on, Festival of Horwich.
Financial management
To financially manage all aspects of the Horwich Community Centre including budget setting
To raise purchase orders in accordance to the decisions agreed at council and with best value in mind.
Assist with the preparation of the annual budget including precept, and the submission of annual accounts in accordance with financial regulations.
Have delegated responsibility for expenditure in emergency situations up to a designated amount in the absence of the Deputy and the Town Clerk.
Assist with the quarterly and annual monitoring and balancing of the Council's accounts and prepare the Community Centres accounts
To prepare and process the quarterly VAT online returns
To assist and complete in documents relevant for internal and external audit, policies and risk assessments to meet regulations.
Assist in the review, updating and monitoring of the projects contained within the Action Plan cross referencing with the Council's budgets.
To assist in procurement, seeking quotes, tendering for contract to ensure best value.
To maintain petty cash float, ensure adequate security for the money and to keep adequate records of receipts and payments, in line with the councils Financial Regulations
Investigate and apply for grant funding for project
To ensure all insurances are maintained and kept up to date accordingly.
To input financial data onto the accounting package and reconcile accounts on a monthly basis (subject to training or relevant experience).
Civic Services
To be responsible for and manage the Town Mayors diary
Deputise the Town Clerk in the arrangement of the Annual Town Meeting, Mayoral Inauguration and Civic events
Communications
Responsible for the Council's Annual Report and quarterly Newsletters, and other such posters and publications as requested
Assist with the creation of Council press releases and publicity of the Council's activities and authorise such releases in the absence of the Clerk including updating of the Heritage Trail leaflet.
Produce regular contents for social media
Assist in the management and administration of the Council's website
Writing and creating articles for the website
Policy, Legal, Governance and Compliance
Ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed and ensure that Council members have an up to date understanding of their statutory and other responsibilities.
Assist with service delivery to a high standard, including inspections, safety and maintenance of Council assets.
Manage with the monitoring and review of implemented policies of the Town Council to ensure that are achieving the desired result and, where appropriate, suggest modifications and to conform to legislative changes
To ensure the Council's website contains relevant information and follows the Transparency Code

Help monitor the Council's insurance liability, and asset register in conjunction with the Clerks, ensuring adequate cover is in place.
Deputise in maintaining, implementing, monitoring, and complying with the Council's Health & Safety Policy and carry out any required risk assessments for new Council/Centre activities.
General
Work flexible hours to meet the needs of the Council for Council and Committee meetings and events.
Undertake other duties within the capacity of the post holder as reasonably expected/requested by the Clerks
Training
Undertake training as identified or directed by the Clerk
Study and achieve the CiLCA qualification

Person specification – This is the same requirements of the Assistant Town Clerk post