



Recruitment of Town Clerk & RFO – the new Taunton Town Council

**Salary Scale: LC3 Above Substantive / LC4 Below Substantive – SCP 42 – 49 (currently £48,587 - £57,199)
(depending on experience and qualifications)**

Plus – Local Government Pension Scheme, Relocation Package and Free Parking.

The soon to be created new Taunton Town Council is seeking to appoint an innovative, forward thinking, and proactive Town Clerk & RFO to not just lead the Council in achieving its targets and aspirations but to be a key part of the setting up of the Council initially.

Based in the County Town of Taunton itself, with a population of around 50,000, and an initial precept of £2.1m for 2023/24, it will be the largest Town Council within Somerset. A number of services and facilities will be transferring to the new Town Council upon vesting day on 1st April 2023, but the potential for more to transfer in the future is both likely and exciting.

The Town Clerk & RFO will initially be employed by the current Principal Authority and will work with a number of their key Officers in setting up this new Town Council and will then move to the new body when it becomes a legal entity on 1st April 2023. The new Town Clerk will then be expected to lead the new Council – working with the new Councillors to agree a Corporate Plan, as well as be responsible for ensuring the Council is up to date with policies and complies with all legal requirements associated with a Council within the sector.

Applicants must be able to demonstrate that they have relevant experience – a track record of service achievement and innovation, commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills. Candidates should have a sound knowledge of local government law and procedures. A Certificate in Local Council Administration (CiLCA) qualification is desirable, or a willingness to attain it within a reasonable timeframe.

Attendance at evening meetings and weekend events will be required, for which time off in lieu will be granted. Taunton Town Council will be committed to Equality of Opportunity and will actively welcome applications from all sections of the community.

A relocation package will be negotiated for the right candidate.

This process is being managed by a third party acting for the new Town Council. For an informal discussion and to access the Recruitment Pack and an application form then please call Mr Reg Williams on 07494 760535.

- **The closing date for the receipt of applications is 12 Noon on Monday 5th December 2022.**
- **Formal interviews will take place in Taunton at a location tba on Friday 16th December 2022.**
- **It is hoped the new Town Clerk & RFO will commence their role around Monday 30th January 2023.**