

OLNEY TOWN COUNCIL



VACANCY for Temporary TOWN CLERK, Olney, Buckinghamshire **(Fixed Term Contract up to 37 hours per week)**

Salary: currently under review and will be commensurate with the successful candidate's experience and qualifications. Currently SCP 24 to SCP 28 up to £32,234, as well as Local Authority Pension and Holidays as well as flexible working provision

Due to the recent resignation of our Town Clerk, we are seeking a temporary Town Clerk for our town whilst we recruit permanently.

Are you committed to serving the community?

Are you a careful administrator, a good communicator, and an enthusiastic manager? Would you consider joining Olney Town Council as our new Town Clerk?

Olney is a small market town in Buckinghamshire with a thriving economic and social life and a great historical heritage. The town has both primary and secondary schools within its boundaries and boasts a wide range of hospitality and sports venues usually associated with a much larger town. Situated in beautiful countryside close to Milton Keynes and the M1, Olney is less than 50 minutes by train from central London.

We are seeking a dynamic and collaborative individual to serve the Council and Olney Community as it drives forward. You will be a self-starter, able to show initiative and to think on your feet. You will understand the functions of a Town Council.

The successful candidate will need to build a wide range of positive relationships with Councillors, staff, residents, businesses, and other organisations. You will also manage our small team of office and grounds staff and take overall responsibility for all the Town Council's administrative functions.

The Council provides a wide range of quality services including a market, recreation ground, open spaces, allotments, burial land, and the Olney Centre (Council Office). The Olney Neighbourhood Plan, in line with Milton Keynes Council Plan MK is a working document allowing for some housing, retail and office units to be built in Olney to 2031 and provides additional activity for the Town Clerk.

The Town Clerk is expected to be fully involved in supporting the Council to:

- Protect and improve the quality of life for the community and future generations
- Enhance the attractiveness of the town as a place in which to live, work, visit and invest
- Enhance the character and identity of the town
- Engage with the community to identify their needs, priorities and wishes
- Show due regard to advance equality of opportunity for all residents

The successful candidate will:

- Ideally hold a minimum of a CiLCA qualification
- have proven experience in administration,
- have a good understanding of local government and strong communication and IT skills
- be familiar with accounting practices
- be an effective manager of a staff team

For an informal discussion / Town Clerk pack about this opportunity please call Cllr Philip Geach, Mayor on 07971 345301 or Cllr Colin Rodden HR Committee Chair on 07515 285575.

To apply please send your current CV and a covering letter stating how you can assist our town to colin.rodden@olneytowncouncil.gov.uk.

Closing date 12.00 noon Monday 19th July 2021. Please see our website at olneytowncouncil.gov.uk.

Interviews anticipated week beginning Monday 26th July 2021.