



Oakham Town Council

**CLERK Vacancy
Application Pack
October 2026**

RECRUITMENT OF CLERK

THE ROLE

Oakham Town Council (OTC) is seeking to recruit a full-time Clerk.

The role would suit someone who is dynamic, loves a challenge, likes a varied role, is community focused, and has good local government, HR, accounting, administration, project management and people skills and experience. The Clerk needs to be an allrounder and be confident with minute taking, agendas, communications, website administration, finance, accounting, asset registers, financial risk assessments, year end, payroll, audits, financial management reporting, and external grant funding.

The role is full-time office-based. Flexibility is needed as evening meetings and the occasional weekend working is a requirement of the role.

The Clerk is an integral part of the leadership team.

THE CLERK

A Town Council Clerk in England is the Proper Officer of the Town Council and is responsible for ensuring that the council operates efficiently, lawfully and in accordance with relevant legislation and regulations. The Clerk provides administrative and procedural support to the Council and its councillors, prepares agendas and minutes for meetings, maintains official records, manages correspondence, and ensures that council decisions are accurately recorded and acted upon. The role also includes managing the council's finances and budget, preparing financial reports, overseeing payments, administering projects, liaising with residents and external organisations, and ensuring compliance with relevant legal requirements. The Clerk acts as a key point of contact between the Council, the public and other authorities, providing impartial professional advice to councillors to support effective decision-making and the delivery of services for the local community.

ROLE SPECIFICS

Permanent full-time, office-based.

Hours: 37 hours per week including the occasional evening and weekend.

Salary: £51,928 to £53,051 p.a. SCP39-40 LC3 dependent upon experience and qualifications.

Generous local government pension scheme.

Qualifications preferred:

- CiLCA
- AAT level 4
- FiLCA
- CIPD

It is expected that the successful applicant will commit to local government training if they do not already have the relevant skills and experience.

HOW TO APPLY

Applicants must be able to demonstrate significant administrative and financial experience. Knowledge of local government law and procedures is essential.

Applicants should read all of the Application Pack prior to completing their application and make clear in their application why they are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification.

CVs can accompany the application form if you wish. Please note that the post will be subject to a DBS check.

Application packs and a job application form are available at www.oakhamtowncouncil.gov.uk. The application form should be returned to Samantha Haywood, Locum Clerk/RFO, townclerk@oakhamtowncouncil.gov.uk marked private and confidential.

Deadline for applications: 31st October 2026

Oakham Town Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates.

THE PARISH

Oakham is a historic market town in the county of Rutland, in the East Midlands of England. It is the county town and is well known for its attractive historic buildings, traditional market-town character and pleasant rural surroundings. The town offers a combination of traditional charm and modern amenities, making it an appealing place for families, professionals, retirees and visitors. It benefits from good access to the surrounding countryside and is located close to Rutland Water, one of the area's major attractions.

Oakham has a varied range of shops and services, particularly around the High Street, Market Place, Mill Street and Church Street. The town centre includes independent retailers, clothing shops, gift shops, cafés, pubs, restaurants, supermarkets and everyday convenience stores. The mix of independent businesses and larger retailers helps provide for many day-to-day needs, while the traditional streets and historic buildings contribute to its distinctive character. The town also has schools, healthcare services, leisure facilities and community amenities, making it a practical place to live rather than simply a tourist destination.

SELECTION PROCESS AND TIMETABLE

All applications will be scored and then considered by the selection panel. Shortlisted candidates will be invited to participate in an interview in Oakham. Panel interviews will last for up to 1 hour. Once invited for interview, please do advise of any special requirements or needs to ensure we can consider any reasonable adjustments required. Candidates may be required to attend a second interview and give a presentation.

Activity	Date
Application closing date	31 st October 2026
Candidate shortlisting	2 nd November 2026
First interviews	To be confirmed
Second interviews	To be confirmed

JOB DESCRIPTION

Job Description

Town Clerk

Reports to:	Full Council
Date:	XXXXXXXX
Responsible for:	All council staff
Hours:	Full-time 37 hours per week
Salary:	£51,928 to £53,051 p.a. SCP39-40/LC3 dependent upon qualifications and experience
Pension:	Generous local government pension scheme

Job Purpose

- Act as the Council's Proper Officer in accordance with the Local Government Act 1972.
- Undertake the duties of the Town Clerk of Oakham Town Council and act in accordance with the statutory duty to carry out all the functions, and in particular, to serve or issue all notifications required by law of a local authority's Proper Officer.
- To recommend, develop, and successfully implement plans, projects, and long-term strategies for the Council in order to modernise and meet changing needs, demands and requirements.
- Take full responsibility for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- Be responsible for the Town Council Standing Orders and other policies in respect of the authority's activities and, in particular, to produce all the information required for making effective decisions.
- Effective management of all the Council resources.
- To ensure an effective organisational structure is developed and implemented to meet the needs of the Council whilst balancing the need for financial efficiencies.
- Have an overview and understanding of the financial records of the Council, including producing management accounts and reports.
- Oversee compliance with current Health and Safety regulations.

- Overall responsibility for Council owned assets inclusive of open spaces, play areas, and buildings, and legal implications arising.
- Work closely with all other officers and have an overview and understanding of the assets management.
- Ensure the Council meets the statutory requirements for safe custody of all documents, deeds, and records.

Key Responsibilities

1. To provide inspiring leadership as the Proper Officer in the strategic management of the Town Council and to advise the Council on all matters, helping to develop policies and strategies and ensuring the legality of all decisions.
2. To deliver high quality, value for money services which meet the needs, aspirations and expectations of the town's residents, visitors, officers and volunteers, in line with the direction given by the elected Members.
3. To actively foster and develop relationships with third party organisations of all types, other tiers of local government, neighbouring Councils, and the voluntary sector to enhance the image of the town, its community, and the Town Council.
4. Under the direction of the Council, acting as the spokesperson of the Council and ensuring the voice of the community of the town is always heard.

Specific Responsibilities

1. To act in all respects as the Council's Proper Officer as required by law, the Council's Standing Orders, Terms of Reference, Financial Regulations, or administrative best practice, including the supervision, either direct or indirect, of all staff employed by the Council and to ensure they receive appropriate training and updating of skills to match their responsibilities.
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To ensure that the Council's obligations for risk management are properly discharged.
4. To assist the Council to define its high-level objectives and to monitor their achievement through the Council's performance management arrangements.
5. To issue notices, prepare agendas for meetings of the Council and its various Committees, sub-committees, working groups and panels as appropriate; to attend or be represented at all such meetings as required, to record attendances at and the decisions of those required meetings, preparing minutes for approval and to implement such decisions in accordance with the Council's policy.
6. To ensure the maintenance of the Council's heritage through the satisfactory and efficient organisation of civic and related ceremonial or social functions and personally attending on

appropriate occasions. Proactively support and promote the Town Council Chair / Mayor in their role.

7. To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for consideration by the Council.

8. To draw up on own initiative, and as a result of input from elected Council Members, proposals for consideration by the Council and advise on the practicability and potential effects of specific courses of action. Undertake research and take advice in order to achieve best possible outcomes.

9. To provide proactive, inspiring leadership to both the employees and elected Council Members, leading at all times by example in promoting a can-do, enthusiastic and professional approach to all the Council's activities.

10. To obtain external specialist advice when appropriate to ensure that the best advice is available to the Council and/or its various Committees, sub-committees, and working groups to aid Members in the decision-making process.

11. To ensure that the Council's governance documents such as the Standing Orders, Terms of Reference, Financial Regulations, HR policies, and risk assessments are in place, enforced, regularly reviewed and recognised.

12. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents relevant to the Town Clerk role, or bring such items to the attention of the Council. To prepare and issue correspondence as a result of the instructions or known policy of the Council.

13. To monitor and implement policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

14. To supervise other members of staff either directly or indirectly in keeping with the policies of the Council and to ensure that all necessary activities in connection with the management of salaries, conditions of employment and work of other staff are carried out.

15. To manage and oversee the Council's performance management systems and employee appraisal scheme, including enabling employees to develop within their roles via a culture of continuous improvement.

16. To drive and promote a resident facing, resident focused, open and accountable Council amongst employees.

17. To oversee and ensure that the Council complies with health and safety legislation and to ensure the safety and well-being of those who visit or work in the facilities provided by the Council.

18. To act as the representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.
19. To work with the RFO to ensure that arrangements are in place for appropriate insurance cover for the Council's assets and public and other liabilities.
20. To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all buildings and property owned or managed by the Council.
21. To administer and promote the use of any Council buildings or facilities provided by the Council for the benefit of the local community.
22. To prepare press releases about the activities or decisions of the Council and to be responsible for all routine contacts with representatives of the broadcasting and print media and to produce or ensure the production of such other publicity including the use of social media as the Council may from time to time require.
23. To ensure the maintenance of the Council's website and to implement improvements to it identified as necessary or desirable.
24. To develop the image of the Council and to take advantage of opportunities and initiatives that arise locally, regionally, and nationally.
25. To attend conferences, training courses or seminars as required by the Council.
26. To continue personally to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through continual professional development.
27. To undertake such other responsibilities and functions as may be required from time to time by the Council and by the demands of the office routine and business commensurate with the duties and responsibilities of the post.
28. Carry out any other duties commensurate with the role.

Financial Responsibilities

1. Oversee the work of the RFO in all aspects of the Council's finances.
2. Act as the principal adviser being responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's governance policies and procedures, in conjunction with the RFO.
3. Advise the Council and its Committees on, and preparing, the annual budget estimates of income and expenditure for revenue services, project, and annual precept requirements.
4. Manage the Council's budget and management accounts providing the Council with regular reports and updates.

Health & Safety

1. Ensure compliance with all health & safety legislation.
2. To act as the Council's Health & Safety Officer, ensuring all staff are adequately trained and aware of procedures governing themselves, other staff members, and members of the public.
3. To keep accident records up-to-date and in accordance with legislation.
4. Ensure risk assessments are drafted and reviewed regularly and after significant changes or incidents. Implement control measures identified through risk assessments.
5. Promote employee wellbeing and safe working practices.
6. Ensure routine inspections and maintenance of Council buildings, offices, play areas, public conveniences, allotments and other Council-owned facilities are carried out.
7. Ensure statutory inspections (for example, fire safety equipment, electrical testing, gas safety and lifting equipment where applicable) are completed. Report defects and arrange repairs.

The following accountabilities apply to all posts:

- Work Environment: A level of flexibility, a positive attitude, and ability to adapt to changes due to service needs.
- The postholder will be expected to cover similar roles.
- To implement the Council's Equal Opportunities and Diversity policies and to work actively to overcome discrimination on grounds of age, disability, gender, race, religion/belief, sexuality or status in the Council's service.
- To take responsibility appropriate to the post held for tackling racism and promoting good race, ethnic and community relations.
- To ensure that the Council's values, policies, procedures, Standing Orders, and Financial Regulations, and relevant external regulations, standards or legal requirements, including the Data Protection Act, the Computer Misuse Act, the Health & Safety at Work Act and other relevant legislation are integrated into work programmes and service delivery.
- To maintain strict confidentiality wherever required.

Person Specification – Town Clerk

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	• Experience as a Town Clerk or Deputy Clerk. • Significant experience in a management role. • Experience of public or private sector employment in finance, HR, marketing, project management and/or administration departments. • Experience of budget planning, generating financial reports and statutory reports. • Experience of working to tight deadlines and the necessary commitment to meet regular timelines. • Experience preparing reports, agendas or minutes. • Experience managing records and correspondence. • Experience managing projects or community initiatives. • Experience using Microsoft Office. • Understanding of administrative processes and good office practice. • Awareness of confidentiality and data protection.	• Experience of using a computerised finance package in a local authority context, e.g. Rialtas. • Experience of HR procedures and record keeping. • Experience of event management. • Experience of Health & Safety at Work and risk assessments. • Experience supporting committees or elected members.	Application form Interview Scoring system

QUALIFICATIONS / TRAINING	• Certificate in Local Council Administration (CiLCA) or willingness to work towards it. • Qualifications or extensive experience in management. • Good general education including GCSEs (or equivalent) in English and Maths.	• Educated to degree level, or equivalent, in relevant discipline.	Application form
SKILLS & KNOWLEDGE	• Extensive knowledge of current local government and planning laws, administration and procedures. • Experience of people management – leading a staff team working in various disciplines. • Understanding of the I.T. skills and proficient in the use of Microsoft Office software, internet and social media. • Minute taking. • Record keeping. • Knowledge of financial procedures and budgeting.	• Electronic diary management systems. • Knowledge of managing and updating websites. • Knowledge of social media. • Understanding the significance of Neighbourhood Development and Local Plans. • Knowledge of local government structure and town council responsibilities. • Understanding of local government legislation and governance. • Knowledge of audit requirements.	Application form Interview
PRACTICAL & INTELLECTUAL SKILLS	• Good communication skills, both written and verbal. • Excellent planning and organisational skills, and able to prioritise workload. • Ability to lead a team, work autonomously and harmoniously with staff, councillors and the public. • Ability to work independently and prioritise workload.	• Ability to prepare grant applications.	Application form Interview

	• High level of attention to detail.		
DISPOSITION / ATTITUDE	• Able to work calmly under pressure. • Able to anticipate problems and solve them in a calm, structured manner. • Professional, reliable and trustworthy. • Ability to maintain confidentiality. • Flexible and adaptable approach to work. • Ability to manage a wide range of people / personalities.		Application form Interview
SPECIAL REQUIREMENTS	• Willingness to attend evening meetings and to work weekends and bank holidays as and when necessary. • DBS check, or willingness to have a check. • Willingness to undertake training and professional development.	• Full driving license	Application form

Terms & Conditions – Clerk

Payment of salary: Paid monthly in arrears.

Probation period: The post is subject to a probationary period of 3 months.

Conditions of Service: In accordance with the National Joint Council for Local Government Services.

References: The post is subject to two satisfactory references.

Place of work: Office-based in Oakham. There will be a requirement to work out of, and visit, other sites in and around the parish on occasion. NB: The Council is currently located in Long Row, Oakham but it is possible that Council will be moving to another location in Oakham.

Leave entitlement: Full-time equivalent 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). Pro-rata'd for part-time employment.