

## **ADDITIONAL INFORMATION**

### **Application and Recruitment Process**

If you would like to discuss your suitability for the role please contact Cllr Colin Wiles on 07902 480269 or Cllr Paul Carter on 07906 361690

If you would like to apply, please complete the Application Form and return it by noon on Friday 2<sup>nd</sup> June to [finance@sandwichtowncouncil.gov.uk](mailto:finance@sandwichtowncouncil.gov.uk) or by post to Karen Palmer at Guildhall Cattle Market Sandwich CT13 9AH marked "CONFIDENTIAL".

Please note, no CVs will be considered.

Interviews will be held on 9<sup>th</sup> June 2023 and will include a 10 minute presentation on a pre-notified topic. Please put this date in your diary in case you are called for interview.

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will not be taken up without your prior agreement.

Please note that the Council is undertaking a staff review with the aim of restructuring the present complement of employees. The new Town Clerk, when appointed, will be expected to make a significant contribution to this

We will advise all applicants whether or not they have been selected for interview as soon as possible after the closing date.

Canvassing of Councillors or Officers, directly or indirectly, will disqualify your application.

## **FURTHER INFORMATION**

This is an opportunity to lead the staff team in an historic and progressive Town Council.

You will be a creative, forward-thinking manager, helping our councillors deliver greener, sustainable, and high-quality services that promote community pride and participation. The post requires strong levels of personal autonomy and creative leadership skills, providing councillors with the information required so they can make effective decisions.

Sandwich is one of the original five cinque posts and has been described as the most complete medieval towns in Britain. With a population of around 5,000 and a precept of £280,000 the Town Council has 16 members. At the May elections, 15 independents were elected.

The Council has oversight of significant charitable resources and experience of managing and supporting standalone charities would be welcomed. The Toll Bridge Fund is an historic fund that was created in 1974 to retain all those monies collected on Sandwich's iconic toll bridge over the course of many centuries. It exists to serve the people of Sandwich. More recently, Sandwich Town Council has been left a significant legacy by a local resident of the town. The Council is in the process of setting up a standalone charity to administer these funds.

## **THE POST**

Benefits include membership of the guaranteed Local Government Pension Scheme.

Candidates should be fully CILCA qualified and have a record of proven, effective management of staff and the ability to manage several projects at once.

Salary will be in the NALC scale point range of SCP 39 - 44 (£45,495 – £50,782) starting point dependent upon experience and with progression through the scales based on satisfactory performance.