

TOWCESTER TOWN COUNCIL

VACANCY ADVERT



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Vacancy: Town Clerk
Salary: SCP46-SCP54 (£58,523k to £72,307k) dependant on skills and experience.
Annual leave: 28 days holiday plus public/bank holidays
Pension: Local Government Pension Scheme
Hours: 37 per week with evening meetings and weekend work, as required.
Location: Towcester (Relocation package may be available for right candidate)

Towcester Town Council is seeking an experienced and motivated **Town Clerk** to act as the Council's Head of Paid Service and Proper Officer.

Key Responsibilities:

- Ensure the efficient administration of Council business and provide professional, impartial advice to Members.
- Lead the organisation with strong strategic direction, fostering a positive and collaborative team culture.
- Oversee daily operations, finances, staffing, assets, and compliance with all legislation.
- Prepare agendas, support Council and committee meetings, and ensure decisions are implemented effectively.
- Manage risk, health & safety, data protection, and organisational policies.
- Lead communications, community engagement, and key projects aligned with Council priorities.
- Act as the Council's principal representative and main point of contact.
- ideally CiLCA qualified

If you like the sound of this challenge, have experience in working for local government or similar community focussed organisation, we would like to hear from you.

Applications can be made via our [online application form](#) (preferred) or request a paper copy via email to towncouncil@towcester-tc.gov.uk

The deadline for applications is 5pm Sunday 15th March 2026.