OUNDLE TOWN COUNCIL

TOWN CLERK

RECRUITMENT PACK

October 2026

Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA
Tel: 01832 272055 **Website:** oundle.gov.uk
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Dear Applicant,

Thank you for your interest in the position of Town Clerk at Oundle Town Council.

This is an exceptional opportunity for an energetic, forward-thinking, strategically minded professional to lead our council and staff and shape the future of our beautiful historic town.

Oundle is a unique and thriving market town. We are immensely proud of our rich Georgian heritage, our vibrant local business community, and our celebrated annual events. However, we are equally focused on the future. The Council is committed to ensuring that Oundle maintains and develops its reputation as a dynamic, inclusive, and successful place to live, work, and visit.

To guide us, we have established a clear and ambitious long-term Vision and a robust suite of Strategic Aims. We have already achieved several of our initial goals, and we are now looking for a Town Clerk acting as Chief Executive Officer who will be a driving force behind implementing these policies, modernising our operational processes, and exploring new opportunities for our town's estate and local economy.

Critically, we need a visible and proactive leader who can inspire, guide, and challenge our dedicated team of staff. You will foster a supportive yet accountable working culture, ensuring our staffing structure is perfectly aligned to deliver our strategic goals efficiently.

If you are an accomplished manager with strong financial discipline, excellent people skills, and the drive to deliver tangible results for our community, we would love to hear from you.

I thank you again for your interest in Oundle, and I look forward to receiving your application.

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1. About Oundle

Oundle is a historic North Northamptonshire market town renowned for its warm, honey-coloured limestone architecture, and elegant Georgian streets.

Dominated by its historic buildings of Oundle School woven throughout its centre, the town blends rich heritage with refined charm, with a diverse and vibrant culture reflected in the numerous events and entertainments offered around the town. The town also enjoys easy access to green spaces, offering many local walks along the local river and the renowned Nene Way, the nearby Barnwell Country Park with its lakes and waterways, and has access to modern sports facilities, along with several sports clubs.

Oundle has an array of independent shops, historic inns, cafés and restaurants, and offers weekly shopping and monthly farmers' markets, along with celebrated annual gatherings like the Food Festival, Oundle Vintage Festival, and the ever-popular Christmas Market.

2. Oundle Town Council

Oundle Town Councillors have a vision for the town which recognises its heritage yet looks to the future and caters for the increasingly diverse nature and needs of its residents. Our Vision provides a steer for the council and council staff, giving the townsfolk confidence that the council is looking to make Oundle a great place to live and work, and in which to own and run a business or other enterprise.

VISION

Oundle is a renowned historic market town of which the residents can be proud. Oundle Town Council will serve the diverse needs of residents, support local businesses and markets, attract visitors, and through collaboration, develop our culturally inclusive and thriving community.

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AIMS

To serve the residents of Oundle over the next five years by utilising our property and income to:

- Foster inclusivity by catering for the diverse needs of residents and ensuring the town feels welcoming to all.
- Proactively support those who contribute to the growth of our local economy.
- Promote our heritage by investing in initiatives to boost the town's attractiveness.
- Work in partnership with all organisations, community groups and schools for the benefit of Oundle.

To realise these aims, the Council agreed several strategies in September 2025, some of which have already been achieved, whilst others are in progress.

STRATEGIES

- The Estates Committee will produce a five-year budget and establish whether the estate offers value for money.
- The Marketing Working Party to formulate a plan to raise the town’s profile.
- The Transport Working Party is to formulate a plan to identify potential car parking improvements.
- To establish formal working relationships with schools and other organisations within the town, and reports on next steps.
- The Clerk is to propose appropriate resource levels for staff.
- The Clerk is tasked with ensuring operational efficiency.

These strategies will shortly be reviewed to ensure their continued relevance.

3. OTC Staffing, Assets & Operations

OTC manages a diverse portfolio of building assets, venues, and open spaces that serve the local community:

- **Key Building Assets & Facilities:**
  - **Fletton House Hub:** Housing the council offices and meeting rooms, along with community room lettings.
  - **The Oundle Courthouse:** An historic asset rented to several small commercial and civic ventures, including the Oundle Museum.
  - **The Joan Strong Centre:** rented to various youth-centred activities through the main lease to local Scouting organisations.
  - **The Queen Victoria Hall (QVH):** Historic venue hosting events, theatre, and community gatherings, managed through a separate Trust.
  - **Public Amenities & Spaces:** Local allotments, public open spaces, recreation grounds, and cemetery management.

- **Staffing Structure:**
  - Led by the **Town Clerk** overseeing an established team of eight headcount and 6.2 FTE, providing strategic and administrative support including marketing and markets management, finance, property management, and grounds/maintenance operations.

- **Committees & Governance:**
  - There are fourteen councillors, with monthly full Council and Marketing Committee meetings supported by the Clerk; and monthly Estates and Planning Committee meetings supported by the Deputy Town Clerk. The Finance and General Purposes Committee meet bi-monthly, and the HR Committee twice annually, both of which are also supported by the Clerk.

4. About the Role & Required Profile

The Town Clerk is the Chief Executive Officer of Oundle Town Council. We seek an **enterprising leader** with a modern approach to management and local government delivery.

Key Priorities of the Incoming Clerk:

- **Proactive Leadership & Line Management:** Inspire, manage, and continuously develop the OTC staff team, fostering a supportive, high-performing working culture.
- **Strategic Support:** Work with councillors to drive, refine, and implement OTC's strategic vision and local projects.
- **Governance & Financial Stewardship:** Facilitate democratic decision-making through ensuring robust financial controls and statutory compliance. Oversee the RFO role for the monitoring of expenditure, accounting systems, audits, and procurement in line with Financial Regulations.
- **Community Engagement:** Act as a visible, collaborative representative for the Council across Oundle's various community and business groups and networks.
- **Governance & Strategy:** Advise Council on policy, recommend strategies and provide strategic direction; maintain statutory duties; execute Council decisions; ensure compliance with local government law, data protection, and health & safety.
- **Staff Leadership & Development:** Provide direct line management to staff; mentor, appraise, and develop the team; continuously improve processes and effectiveness
- **Asset & Service Delivery:** Oversee the maintenance and commercial/community utilisation of the Council's property portfolio, including through a separate Trust, the Queen Victoria Hall.
- **Public Engagement:** Maintain positive relationships with principal authorities, community groups, residents, and local businesses.

5. Terms & Conditions of Employment

The detailed terms of employment will be confirmed in a written contract which will be issued on your first day of employment.

JOB TITLE
Town Clerk.

LOCATION
You will work from the Town Council Offices on Glapthorn Road, Oundle.

SALARY
The role has been independently appraised at the LC3 benchmark of the NALC/SLCC job evaluation scheme, meaning a salary range of SCP 33-45 (£43,693 - £56,105 per annum (currently under review).

SICKNESS
The council operates a council sick pay scheme that provides full pay during sickness absence for a set period which increases with length of service.

HOLIDAY
You will receive a minimum of 22 days plus statutory bank holidays rising to 30 days plus statutory bank holidays based on grade and service.

HOURS OF WORK
This is a full-time role working 37 hours per week.
There is regular requirement to work evenings for specific Tuesday council meetings, usually monthly. There will be an occasional requirement to work weekends to support council events. You will take this time back through our flexible working policy.

PROFESSIONAL MEMBERSHIP
The council will fund your membership of the Society of Local Council Clerks.

PENSION
You will be enrolled in the Local Government Pension Fund.
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PROBATION PERIOD
All new starters have a six-month probation period.

6. Person Specification

Essential Criteria:

- **Experience:** As Town Clerk at a smaller or same-size council, or a Deputy Town Clerk at a larger council, or equivalent experience obtained elsewhere, looking a senior leadership role.
- **Leadership & Management:** Demonstrated experience in line management including fostering team growth, setting objectives, monitoring outcomes and staff development to ensure an effective performance management system is in place.
- **Proactive Mindset:** Self-motivated, solution-focused problem-solver, with an energetic approach to strategic implementation.
- **Operational Experience:** Experience developing and managing operational budgets, key projects, and public/community facilities.
- **Qualifications:** Certificate in Local Council Administration (CiLCA) or equivalent, or commitment to obtain equivalent within an agreed time period.
- **Communication & Governance:** Skilled at written and verbal communication skills, including active listening; able to convey complex information to a variety of audiences; ability to advise elected members clearly and professionally.
- **Flexibility:** Attendance at specific evening Council meetings.
- **Technological skills:** Proficiency in the whole MS suite.

Desirable Criteria:

- Experience managing multi-use community buildings/historic assets.
- Strategic management experience and implementation of related outputs.
- Knowledge of local planning regulations and community infrastructure development.
- Capable of using AI as a productivity tool.
- Able to develop staff technological capabilities.

7. How to apply

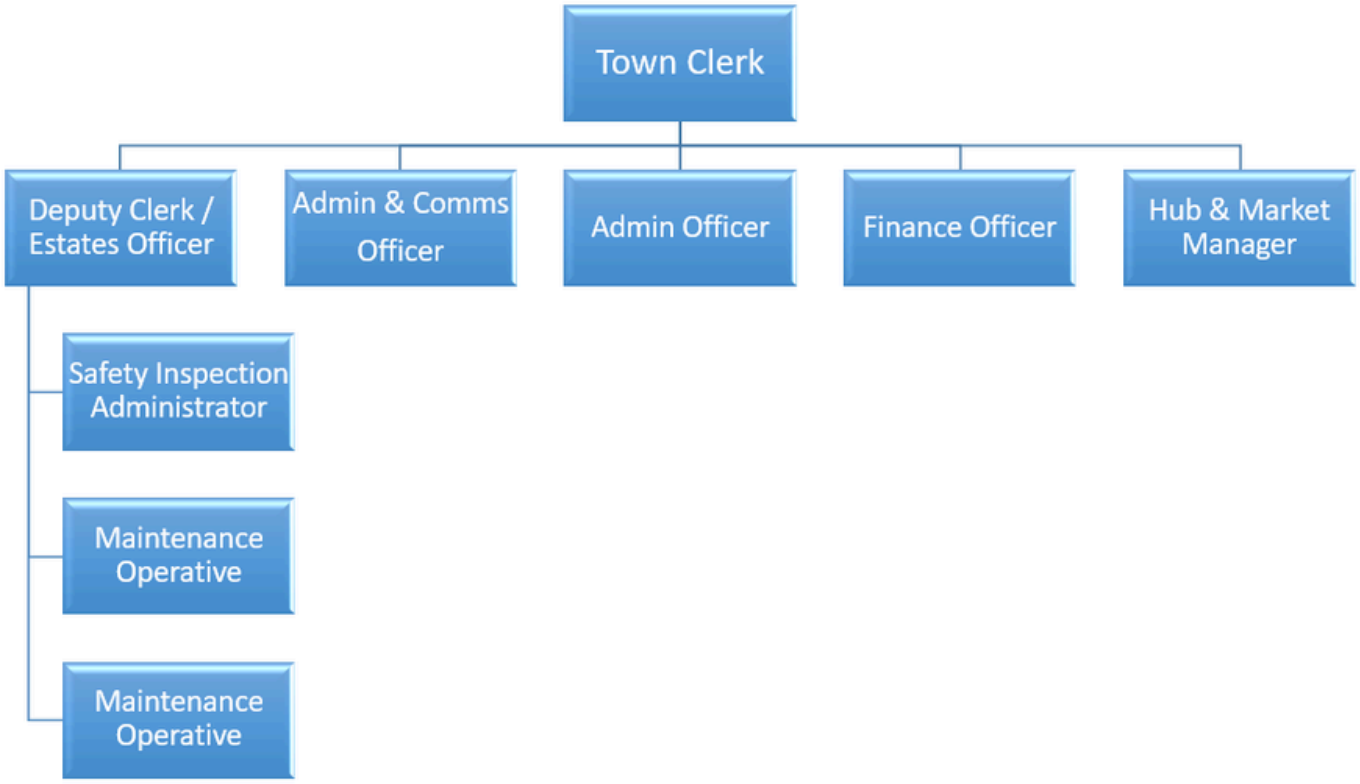
There is no application form per se. Interested applicants should email a copy of their curriculum vitae together with a covering letter, detailing their suitability for the post to Max Schurer, Oundle Town Mayor, **Max.Schurer@oundle.gov.uk**.

Please **note** that this is a re-advertisement of the Oundle Town Clerk position, with an amended person specification and related job description.

The **closing date** for applications, and other critical dates are as follows:

- **Closing date** for receipt of applications 17.00pm Friday 20th November, 2026.
- **Short listing** Tuesday, 24th November, 2026.
- **Interviews** Tuesday, 1st December, 2026.
- **Formal Appointment** (following Full Town Council meeting) Tuesday, 15th December 2026.
- **Start date** to be agreed, ideally early 2027.

Appendix 1
Staff Structure Diagram (current)



Appendix 2 Job Description

Town Clerk Duties

Strategic & Operational Management

1. **Business Planning:** Create, present, and manage business plans and strategies to ensure efficient council operations and community delivery.
2. **Staff Leadership:** Lead, motivate, and manage the staff team; monitor and recommend improvements to staff roles and organisational structures.
3. **Asset & Contract Management:** Ensure council assets are protected, maintained, and managed effectively; monitor, report on, and recommend improvements for all council contracts.
4. **Service & Event Delivery:** Ensure council services, events, and external communications are delivered effectively to achieve community outcomes and promote the council.
5. **Operational Management:** Ensure that council staff act in accordance with the operational requirements of the council and according to council decisions.

Council Decisions, Policies & Advice

1. **Strategic and Policy Decisions:** Execute decisions of the council and the Town Meeting, ensuring they remain within legal boundaries and respect the council's Standing Orders.
2. **Policy & Advice:** Advise the council and its members on the practicality and effects of courses of action, policy, strategy, procedure, and performance.
3. **Proposals & Reviews:** Regularly review council policies and draw up proactive recommendations and proposals for council consideration.

Regulatory, Statutory & Meeting Management

1. **Meeting Administration:** Administer council meetings and assemblies, including issuing notices and preparing agendas and minutes.
2. **Legal Compliance:** Ensure legal, statutory, and regulatory provisions are observed, including health and safety, risk assessments, and insurance.
3. **Data & FOI:** Maintain compliance with data protection and freedom of information requirements.

Other Duties

1. **Representation:** Act as an official representative of the council and attend relevant sector conferences (e.g., NALC, SLCC).
2. **General:** Carry out any other reasonable duties required by the council.