

## **Moulton Parish Council**

Due to the retirement of our Executive Officer, Moulton Parish Council is seeking an experienced, enthusiastic and forward-thinking individual to lead our dedicated team and help shape the future of our growing Northamptonshire community.

As a Quality Gold accredited council, we are proud of the wide range of services and facilities we provide to our residents. We are looking for an energetic and capable leader who can build on our achievements, drive continuous improvement and support the Council in delivering its ambitions for Moulton.

The Executive Officer is the Council's senior officer, acting as Head of Paid Service, Proper Officer and Responsible Financial Officer. The successful candidate will have overall responsibility for the effective management of the Council's operations, staff, finances, assets and services, while ensuring excellent governance and strong community engagement.

This is a stimulating, rewarding and varied role, offering the opportunity to lead an established team and make a real difference to the community.

Full information about the role, including the job description, person specification and application form, is available in our recruitment pack.

### **KEY DETAILS**

- **Job Title:** Executive Officer
- **Location:** Moulton Community Centre - Sandy Hill, Reedings, Moulton, Northamptonshire, NN3 7AX
- **Hours:** Full-time (37 hours per week), to include some evening meetings and occasional events
- **Salary:** £53,051–£68,101 per annum (LC3 SCP 40–51, 2026/27 rates)
- **Pension:** Local Government Pension Scheme
- **Closing Date:** 20 November 2026
- **Interviews:** 30 November–11 December 2026
- **Preferred Start Date:** 1 April 2027

You will combine strong leadership, sound financial management and a commitment to public service, working closely with councillors, staff and community partners to ensure Moulton continues to be a vibrant, attractive and thriving place to live, work and visit.

### **How to Apply**

Please complete the application form included in the recruitment pack and provide a supporting statement demonstrating how you meet the essential criteria in the person specification. A CV may also be submitted as supplementary information.

Completed applications should be emailed to Jane Austin, Executive Officer, at [officer@moultonnorthants-pc.gov.uk](mailto:officer@moultonnorthants-pc.gov.uk), or posted to:

Moulton Parish Council  
Moulton Community Centre  
Sandy Hill, Reedings  
Moulton, Northamptonshire  
NN3 7AX

**The closing date for applications is 20 November 2026.**

