



Moulton Parish Council
Moulton Community Centre - Sandy Hill
Reedings, Moulton, Northants, NN3 7AX
t: 01604 642202
e: info@moultonnorthants-pc.gov.uk
w: www.moultonnorthants-pc.gov.uk

EXECUTIVE OFFICER

Recruitment Pack | October 2026

A senior leadership opportunity at a Quality Gold council serving a growing, active Northamptonshire community.

Proper Officer • Responsible Financial Officer • Head of Paid Service

www.moultonnorthants-pc.gov.uk



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1.Welcome and the opportunity

Thank you for your interest in becoming Executive Officer at Moulton Parish Council.

This is the Council's senior officer role: a combination of strategic leadership, statutory governance, financial stewardship, people management, service delivery and community partnership working. The postholder is the Council's head of paid services, Responsible Financial Officer and Proper Officer, accountable to the Parish Council for the effective management of its operations, people, assets, finances and other resources.

Moulton is not a small-scale parish operation. The Council manages a broad portfolio of community services and physical assets, works with a substantial staff team and volunteers, and has an established record of developing services in response to local need. The successful candidate will need to combine the discipline of excellent local government governance with an energetic, outward-facing approach to community leadership.

QUALITY GOLD	£525,000	28 EMPLOYEES
Local Council Award Scheme	2026/27 precept request	

What makes the role distinctive

- A broad operational portfolio spanning community buildings, public open spaces, play areas, cemetery services, community events, communications and local infrastructure.
- A strong health and wellbeing focus delivered through Moulton Library Health & Wellbeing Hub and local partners.
- A council recognised at the highest level of the Local Council Award Scheme, with an explicit commitment to governance, community engagement and continuous improvement.
- A growing and changing parish where development, planning and partnership working remain strategically important.
- A role that requires visible leadership: with councillors, staff, residents, contractors, statutory bodies, community groups and other partners.

Kind regards

David Aarons
Chair
Moulton Parish Council

2. About Moulton and Moulton Parish Council

Moulton is a growing Northamptonshire parish within the West Northamptonshire unitary area. The Council's Corporate Plan describes a vibrant and changing community, with substantial housing growth over the previous decade and a population estimated in 2025 at nearer 7,000. The Council's vision is for Moulton to be a successful, vibrant and attractive place where people want to live, work and visit.

Our vision and approach

- Provide a democratic and representative voice for the community.
- Manage Council services to a good quality standard in an efficient, effective, responsive and affordable way.
- Work with residents, local authorities, service providers, businesses and voluntary organisations to support a safe, healthy, prosperous and sustainable community.
- Protect and enhance Moulton's environment, heritage and village identity while responding positively to appropriate change.
- Be a professional, competent, caring, open and accountable Council.

Governance

The Council operates through Full Council and its committees, including the Finance and Human Resources Committee and the Planning Committee. There are currently 11 serving councillors, with three vacancies.

Full Council meetings are ordinarily held on the first Tuesday of each month, except for May, when the Annual Council Meeting is held and August, when no meeting takes place

In December 2023, Moulton Parish Council achieved Quality Gold status under the Local Council Award Scheme (LCAS), becoming the only council in Northamptonshire currently to hold this prestigious award. The accreditation recognises the Council's excellent standards of governance, strong community engagement, and commitment to continuous improvement.

Leading Our Staff Team

The Executive Officer leads a well-established staff team responsible for the effective delivery of Moulton Parish Council's services, facilities and community provision.

This structure provides dedicated management and operational capacity across the Council's principal areas of activity and enables the Executive Officer to focus on strategic leadership, organisational effectiveness and supporting the Council in delivering its priorities for the community.

The successful candidate will therefore be joining an established organisation with a broad range of services and facilities, leading and supporting colleagues while ensuring that the Council continues to provide responsive, efficient and high-quality services to the residents of Moulton.

3. Council services, assets and current priorities

The Executive Officer leads across a diverse service portfolio.

AREA	SCOPE
Community buildings	Moulton Community Centre and Moulton Village Hall, including room hire and associated operational responsibilities.
Community Centre	A busy community venue with halls and meeting rooms, café/catering provision and a wide range of community, private and commercial uses.
Library, health & wellbeing	Health and Wellbeing Strategy delivered via the Moulton Library Health & Wellbeing Hub who organise community-based health and wellbeing activity.
Cemetery	Ownership, maintenance and operation of Moulton Cemetery.
Open spaces & play	Public open spaces, attenuation basins/SuDS, play equipment, trees, street furniture, floral displays and related safety/maintenance responsibilities.
Planning & development	Statutory consultee activity, Neighbourhood Plan work, liaison on development, Section 106 and Community Infrastructure Levy matters.
Community engagement	Events, resident enquiries, consultation, Moulton Scene, website/news communications and partnership working.
Finance & assets	Budgeting, audit, contracts, procurement, asset stewardship, income generation, reserves and capital planning.

Strategic priorities

- Keep the Corporate Plan live, measurable and connected to annual budgeting and service planning.
- Continue to develop the Community Centre and community-facing services.
- Enhance delivery through the Library, Health & Wellbeing Hub and partnership networks.
- Improve accessibility and quality of open spaces and play provision.
- Maintain high standards of governance, financial control, public accountability and customer service.
- Respond to planning, infrastructure, neighbourhood planning and wider growth pressures affecting Moulton.

4. The Executive Officer role

JOB TITLE	Executive Officer
REPORTS TO	Moulton Parish Council
RESPONSIBLE FOR	All paid members of staff and contractors
MAIN PLACE OF WORK	Moulton Community Centre - Sandy Hill, Reedings, Moulton, Northamptonshire NN3 7AX
STATUTORY FUNCTIONS	Proper Officer and Responsible Financial Officer

Role purpose

1. As head of paid services, develop and manage approved policies, strategies and operations across the Council's provision, working with elected members, external bodies and staff.
2. As Responsible Financial Officer, be accountable to the Parish Council for the effective management of personnel, day-to-day operations, assets, finances and other resources.
3. Carry out the functions required by law of the local authority's Proper Officer and issue statutory notifications.
4. Seek opportunities to develop Council services and facilities to meet the needs of the local community.

Key leadership priorities

- Governance and democratic support - ensure lawful decisions are implemented, advise councillors and support effective meetings and decision-making.
- Financial stewardship - lead budgeting, monitoring, audit readiness, procurement, income generation and robust financial controls.
- Strategic and business planning - translate Council priorities into deliverable plans, business cases, projects and measurable outcomes.
- People leadership - lead, support and develop the staff team, ensuring clear objectives, appropriate structures and a positive working culture.
- Assets, contracts and service delivery - ensure Council buildings, land, services, contracts and resources are managed effectively and safely.
- Community and partnership leadership - represent the Council, build productive external relationships and maintain visible, responsive engagement with residents.
- Continuous improvement - identify risks, opportunities, external funding and better ways of working while sustaining the standards expected of a Quality Gold council.

5. Terms and conditions

The proposed employment terms for this vacancy are set out below. Any remaining contractual or timetable details should be completed before publication.

SALARY	LC3 SCP 40-51, approximately £53,051-£68,101 p.a. at 2026/27 rates.
HOURS	37 hours per week.
PLACE OF WORK	Moulton Community Centre - Sandy Hill, Reedings, Moulton, Northamptonshire NN3 7AX
WORKING PATTERN	Principally office/community based, with flexibility for evening Council/committee meetings and occasional events. Limited homeworking may be agreed where compatible with service and leadership needs.
PENSION	LGPS Pension Scheme
HOLIDAY ENTITLEMENT	25 days plus Bank Holidays
PROBATION	Six months.
PROFESSIONAL MEMBERSHIP	Council-funded membership of the Society of Local Council Clerks (SLCC).
CLOSING DATE	20 th November 2026
INTERVIEW DATE(S)	November/December 2026
PREFERRED START DATE	1 st April 2027

6. Person specification

The criteria below combine the requirements evidenced by Moulton's current Executive Officer job description with the senior-clerk recruitment structure used in the two comparator packs.

AREA	ESSENTIAL	DESIRABLE
Qualifications & professional development	CiLCA or an equivalent relevant local council/governance qualification, or a clear commitment and ability to obtain the required qualification within an agreed period; evidence of continuing professional development.	Higher-level qualification in community governance, public administration, finance, HR, management or a related discipline; relevant professional membership.
Senior local government / council experience	Experience in a senior administrative, governance, management or clerk role with responsibility for complex services and statutory processes.	Experience as a Clerk/Deputy Clerk or equivalent in a sizeable parish/town council or comparable public body.
Leadership & people management	Proven ability to lead and develop staff, set objectives, manage performance, allocate resources and build an effective, respectful team culture.	Experience of organisational review, workforce planning and change management.
Governance & law	Strong understanding of local council governance, statutory compliance, democratic processes, meeting administration, policy development, information governance and public accountability.	Detailed knowledge of local council law, General Power of Competence and sector good practice.
Finance & RFO capability	Demonstrable financial management experience, including budgeting, monitoring, audit, procurement, controls, risk and reporting.	Direct experience as an RFO or equivalent; experience of income generation, grants and external funding.
Strategic & operational delivery	Evidence of turning strategy into practical delivery; managing competing priorities, projects, contracts, assets and service improvement.	Experience managing multi-use community buildings, public realm/open-space services or a similarly broad operational portfolio.
Planning & development	Ability to advise on planning matters	Knowledge of CIL, Section 106, neighbourhood planning and development-related infrastructure.
Communication & community leadership	Excellent written and verbal communication; ability to advise elected members objectively; confidence representing the Council with residents, partners and external bodies.	Experience of consultation, public engagement, media/communications and partnership development.
Personal approach	High integrity, sound judgement, resilience, discretion, initiative, diplomacy, attention to detail and a strong customer/public-service ethos.	A demonstrable commitment to continuous improvement, inclusion and collaborative working.
Digital capability	Confident use of modern office, finance, document and communication systems, with the ability to improve digital ways of working.	Experience implementing or improving council systems and data/reporting processes.

7. Selection process and how to apply

How to apply

Please complete the application form in Appendix 2 and provide a supporting statement addressing the essential criteria in the person specification. A CV may be enclosed as supplementary information but the application form and supporting statement should remain the primary assessment documents.

Completed applications should be returned to Jane Austin, Executive Officer, Moulton Parish Council via email @ officer@moultonnorthants-pc.gov.uk or by post to Executive Officer, Moulton Parish Council, Moulton Community Centre - Sandy Hill, Reedings, Moulton, Northamptonshire NN3 7AX,

Recruitment timetable

APPLICATIONS CLOSE	20 th November 2026
SHORTLISTING	Week commencing 23 rd November 2026
INTERVIEWS / ASSESSMENT	Monday 30 th November – Friday 11 th December 2026
PREFERRED START DATE	1 April 2027

Appendix 1 - Job description

EXECUTIVE OFFICER JOB DESCRIPTION

ROLE:	Executive Officer
REPORTS TO:	Parish Council
RESPONSIBLE FOR:	All paid members of staff and contractors
MAIN PLACE OF WORK:	Moulton Community Centre - Sandy Hill, Reedings, Moulton, Northants, NN3 7AX

Role Purpose

1. As head of paid services to the Parish Council, to develop and manage approved policies, strategies and operations across the Council's provision by working with elected council members, external bodies and staff.
2. As Responsible Financial Officer, to be accountable to the Parish Council for the effective management of its personnel, day to day operations, assets (land and buildings), finances and other resources.
3. To carry out functions required by law of a local authorities Proper Officer and to issue all statutory notifications.
4. To seek opportunities to develop the Council's services and facilities to meet the needs of the local community.

Key Duties & Responsibilities

1. To be responsible for ensuring that lawful instructions of the Council in connection with its function as a local authority are carried out and to act as the main point of contact on Council business.
2. To work with the Council's elected members, in accordance with the Council's constitution, to ensure effective leadership and direction for the Council.
3. To be accountable to the Council for the effective management of its personnel, operations, assets (eg council buildings), finances and other resources.
4. To prepare agendas for all meetings of the Council.
5. To provide advice and guidance to councillors on responses to planning applications, if required.
6. Liaise with the Local Planning Authority to ensure that Council obtains maximum benefits through S106 Legal Agreements and the Community Infrastructure Levy Scheme.
7. Liaise with developers and their representatives on approved applications to ensure that benefits secured through development are delivered to the standard required by Council.
8. Accompany councillors at pre-application discussions for potential developments to demonstrate probity in the conduct of Council business.
9. To advise the Council on and assist in the development of policies and implementation plans and to ensure the effective implementation of Council decisions, policies and projects.
10. To effectively manage the Council's business planning process, including those associated with service planning reviews, workforce planning and budget preparation.
11. To encourage continuous improvement through quality assurance and performance management.
12. To ensure that Service Level Agreements (SLA's) (e.g. for support services) and contracts are adhered to and a positive relationship is maintained.

13. To seek out opportunities to develop the Council's services in line with the community's needs, presenting business cases that identify return on investment, benefits and risks to the Council for decision.
14. To proactively seek and secure external funding and build partnerships and relationships to support and develop the Council's services.
15. To attend relevant training, conferences and forums associated with the role or the development of Council services.
16. To encourage equality of opportunity in all services and facilities for staff, customers and the community.
17. To manage health and safety to ensure the well-being and safety of all who visit or work in the facilities provided by the Council.
18. To be proactive in bringing relevant current issues to the attention of Council and to produce proposals for ways forward, including options and likely effects.
19. To ensure that all staff are valued, their potential is maximised and promote diversity and equality of opportunity.
20. To take a lead role on particular projects and issues of significance to the Council.
21. To ensure that internal and external communications are consistent and effectively managed, confidentiality is maintained where necessary and any conflicts of interests declared.
22. To represent the Parish Council in all external relationships and work closely with all partners.
23. To demonstrate a high commitment to customer care by ensuring regular communication, visibility and feedback to service users.
24. To undertake any other associated duties from time to time as specified by the council.
25. To ensure confidentiality is maintained where necessary and any conflicts of interest declared.

People & Resources

The jobholder is responsible for the following people and resources:

- Line management of all paid members of staff and contractors.
- Management of the Council budget including income generation.
- Liaison with Councillors and Ward Councillors.
- Liaison with volunteers, partners and other stakeholders.
- Liaison with community representatives.
- All equipment and supplies utilised in the provision of Council services.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Appendix 2 - Application form

Position applied for: Executive Officer

Closing date: _____

Source of application:

Surname: _____

First names and title:

Address: _____

Telephone: _____

Email: _____

Eligibility and practical information

Do you have the right to work in the UK? Yes / No

Do you hold a current driving licence? Yes / No

Do you have access to transport for work purposes if required? Yes / No

If appointed, do you intend to continue in any other employment or business capacity? Yes / No

Employment record

Please list employment in reverse chronological order, starting with your present or most recent position.
Continue on a separate sheet if required.

DATES	POSITION / DUTIES	EMPLOYER	REASON FOR LEAVING
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Education, qualifications and professional development

DATES	INSTITUTION / PROVIDER	QUALIFICATIONS / TRAINING
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Supporting statement

Please explain why you are applying and demonstrate, with examples, how your experience, knowledge, skills and personal approach meet the essential criteria in the person specification. You may continue on separate sheets.

Professional bodies, voluntary service and other relevant information

References

Please provide two referees. One should normally be your present or most recent employer. References will normally be taken for the preferred candidate unless otherwise stated in the recruitment process.

REFEREE 1	REFEREE 2
Name / job title:	Name / job title:
Organisation:	Organisation:
Address:	Address:
Email:	Email:
Telephone:	Telephone:
Relationship to you:	Relationship to you:
May we approach now? Yes / No:	May we approach now? Yes / No:

Declaration

I declare that the information given in this application and any supporting documents is true and complete to the best of my knowledge. I understand that any material omission or false statement may affect my application or, if employed, may result in action under the Council's employment procedures.

Signature: _____ Date: _____

Application instructions

Completed applications should be submitted to the Executive Officer, Moulton Parish Council by 20th November 2026 using the following contact details. Applications may be sent by email to officer@moultonnorthants-pc.gov.uk or by post to Moulton Community Centre - Sandy Hill, Reedings, Moulton, Northamptonshire NN3 7AX.

