



Deputy Clerk - Southwell Town Council

Southwell has a population of ±8,000 and is home to vibrant retail centre, many tourist attractions including the stunning Minster cathedral and National Trust Workhouse. It has a sought-after secondary school and is the home of Brackenhurst Campus which forms part of Nottingham Trent University.

Southwell Town Council is looking for an experienced individual to take on the permanent role of Deputy Clerk.

The Deputy Clerk will deputise for the Clerk in their absence including the day-to-day running of the office and estate. They will work with the Clerk on event management/market management/estate/operations/facilities management, plus general and office support with HR, Finance and Administration. The following are some of the main duties to be undertaken (for a full list, see the Job Description):

- Act as servicing Clerk for the Planning & Highways and Town Environment Committees and update the Clerk on meeting outcomes and actions and prepare agendas, write minutes and agree with Chairs of the committees.
- Progress actions and correspondence arising from meetings and work with the Clerk and to update the action tracker.
- Support the Clerk with project management tasks and allocation of resources and carry out feasibility studies and consultation surveys for projects.
- Assist in tracking actions and milestones and work with the Finance Assistant and Clerk to ensure financial records are up to date.
- Working with the Administrative Assistant, oversee the weekly & specialist markets – organising logistics, registration, certification, public liability, and risk assessments.
- Work with the Market & Events Working Group to improve the market and events offer.
- Management of the annual calendar of events, to include communication with other authorities, stakeholders, community groups, and related press releases.
- Liaise with, and supervise the work of, vendors, sponsors, outside organisations, volunteer committees, and/or other persons related to implementation of Town Council festivals and events.
- Liaise with third-party suppliers to assure compliance with all STC policies, procedures, and legal requirements.
- Assist in creation of budgets, track expenditure throughout the event process and produce reports as directed by the Clerk.
- Liaise with the Communications Working Group and Administrative Assistant to ensure communications are current and updated.
- Manage and map all external contracts to minimise redundancy and simplify payments.
- Collate information for insurance purposes; ensure the Council's fixed Asset Register is accurate and timely; and ensure premiums are best value.
- Implement Health & Safety Regulations where required and develop and maintain risk assessments and their annual review for the approval of the Clerk.
- Ensure ongoing staff compliance with the Council's Staff Handbook, and where necessary assist the Clerk in the management of grievance and disciplinary matters in accordance with the Council's grievance and disciplinary rules.
- Maintain up-to-date policies and procedures with the Clerk and Councillors.

The ideal candidate will demonstrate strong literacy and numeracy skills, project and event management, email etiquette, and customer service skills. They should be proficient in the MS Office 365 Professional Suite. They will

look to continuously improve the office procedures and systems and ensure policies are compliant. They should be proactive in their approach.

Hours: 37 –office based, Monday – Friday, with some flexibility to cover evening meetings or weekend events.

Salary: Substantive LC2 scale of the National Joint Council salary scales, SC points 24 to 28, Full-time FTE £35,412 to £39,152 per annum (awaiting annual pay increase) Plus, excellent holiday allocation and pension contributions.

Covering letter addressing suitability for the role and CV to be sent by email to clerk@southwell-tc.gov.uk

CVs without an accompanying covering letter will not be considered. If a high number of applications are received, Southwell Town Council reserves the right to bring the closing date forward.

Closing date: 7 August 2026 by 11:59pm. Interviews to be held w/c 24 August 2026.

Southwell Town Council is an equal opportunities employer and welcomes application for all sections of the community.