



## **CALNE TOWN COUNCIL**

**If you're looking for a rewarding and challenging career look no further  
Calne Town Council have a vacancy for a**

### **Deputy Town Clerk**

Salary Scale – LC4 Points 41 Starting salary – £32,487

Calne is one of the most active Quality Town Councils in Wiltshire, representing a population of 13,500 with a current gross budgeted expenditure of £780,000.

This vacancy has arisen following the current Deputy Town Clerk's successful application for the post of Town Clerk, which becomes vacant in December 2007 when the current post holder retires. With a major sports pitch project underway, other large projects in progress, as well as the busy day to day activities of a pro-active council we are looking for a Deputy Town Clerk who can work with enthusiasm and vision and play a major role in the senior management team.

As Deputy you would provide a full supporting role to the Town Clerk and deputise fully in her absence. You will have financial and HR skills, with at least 3 years experience as a junior manager. You will also have excellent leadership, communication and administration skills. You must be able to use your own initiative under pressure, guide and motivate staff under your control, have a flexible approach and be keen to develop new skills. You should already hold, or be prepared to undertake the Certificate in Local Council Administration (CiLCA) within 12 months of taking up the post with the possibility of further training in the sector.

If you have the necessary enthusiasm, drive, vision and commitment for this post, then we would like to hear from you. For an application pack, please write, phone or email to:

Calne Town Council  
Bank House, The Strand  
Calne, Wiltshire SN11 0EN

Tel: 01249 814000 (Ask for Mr O'Daly)  
email: [kodaly@calne.gov.uk](mailto:kodaly@calne.gov.uk)

Closing Date for Applications: - 22 October 2007

For more information or an informal discussion please ask for Mrs Linda Roberts – Deputy Town Clerk.