



CHIRK TOWN COUNCIL CYNGOR TREF Y WAUN

Supporting a town that's a great place to live, work and visit

Appointment of Deputy Clerk (trainee considered for the right candidate)

Recruitment Information Pack July 2023

Introduction

Thank you for your interest in the Council's recent advertisement for a part-time Deputy Clerk.

We hope that you find this Recruitment Pack of assistance in deciding to apply.

The information is arranged as follows:

- Information about Chirk Town Council
- Council area and environment
- Information about the Deputy Clerk Role
- The application and selection process.

This Recruitment Pack will not form part of any subsequent contract of employment.

If you have any questions in relation to the recruitment information pack or selection process and require further information on the Council or you would like an informal discussion on the role, please call into the Parish Hall or contact Mrs Karen Brown on 01691 772596 or email clerk@chirktowncouncil.org.uk.

The Parish Hall premises are fully accessible. If, as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending interview, please let Mrs Karen Brown know.





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Information about Chirk Town Council

Community and Town Councils are part of Local Government in Wrexham County Borough Council (WCBC).

Wrexham County Borough Council is responsible for strategic services such as highways, education, libraries, social services, strategic planning, refuse disposal and local services including housing.

The Community and Town Councils in the County are often viewed as the part of government closest to the people and is the only local government tier that represents residents at Community and Town level. Importantly Chirk Town Council has the legal power to raise money through the council tax system (via a precept) each year, to improve facilities and services for local people.

Chirk Town Council's powers and duties cover many things that enhance the town including the maintenance of the town's seven recreation and playgrounds, the war memorial, Chirk Parish Hall, biodiversity, defibrillators, notice boards, CCTV, Christmas lights, Community Agent and Chirk Cemetery. We also organise local events and support many local community organisations.

Chirk Town Council is a statutory consultee on planning applications and can be represented at public inquiries.

Council meetings are open to the public and are led by the Council's Chairperson and advised by the Clerk to the Council who is there to see that business is conducted within the law.

The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control. Every year, the Town Council draws up a budget and calculates how much money it needs for the next Financial Year.

Chirk Town Council has 15 Councillors representing two wards. All Councillors and staff uphold the Nolan Principles - Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.



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Council Area and Environment

Chirk is a town with a population of over 4,000. The town is the gateway to North Wales. The town has good transport links and is situated in stunning countryside on Offa's Dyke and beside the Llangollen canal, which was granted World Heritage status in 2009.

Chirk is a vibrant town with two large local employers - Kronospan and Mondelez. Local facilities include a library and Chirk Leisure Centre. Chirk Castle and the Chirk Viaduct and Aqueduct are key tourism destinations in Chirk.

We also have an impressive array of community organisations that help to make our town a social and supportive place in which to live, work, study and visit.

Information about the Deputy Clerk position

This role would suit a highly motivated, community-spirited individual who has a commitment to public service with some knowledge or experience of local government or public financial management, who can demonstrate a track record of excellent administrative, organisational and communication skills.

The successful applicant must have a can-do, flexible approach to the role with a positive attitude and have the ability to work flexibly to suit the Council's meetings, events and business needs.

The Council would be happy to consider appointing a high quality multi-skilled administrator who doesn't have all the required experience but is looking to make that step into a more senior position for this varied and responsible role of Deputy Town Clerk if the applicant can demonstrate the right work ethics and a willingness to learn the role and attend training.

Day to day the Deputy Clerk will work as part of a small team of two, however, the Council Office based at the Parish Hall in Chirk is a public facing building so you will be interacting with Councillors, Caretakers, the Community Agent, volunteers, hirers and members of the public on a daily basis.

Relevant training will be provided to the successful candidate. The Deputy Clerk would be required to be ILCA (Introduction to Local Council Administration) qualified within 6 months of taking up post and committed to ongoing professional development.



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The primary responsibilities of the role will be:-

- To assist, support and deputise for the Clerk in all aspects of the day-to-day management and operation of Council services and responsibilities.
- To assist the Clerk in the management, accountability and governance of the Council's finances.
- To support and prepare meeting notices, agendas and minutes for the various Council's meetings and undertake follow-up work as required.
- To support the Clerk with the Council's Facilities/Estate Management
- To lead by example with professional communication skills in all aspects, when speaking to members of the community, Councillors, on the phone, in emails and to present a positive message on the Council's social media and website.

Overall this is an extremely busy yet rewarding role, with no two days being the same.

Application & Selection Process

Application Procedure

If you would like to apply for this position, please complete the application form explaining why you are interested in the position, and why you feel you are suitable.

Your supporting statement is the most important part of the application form. You should address the essential requirements of the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process. The areas marked 'desirable' help make candidates stand out, but we will provide full training and development for these areas if required.

Please note you will be required to show documentary proof of any qualifications you hold if you are offered an appointment.

Please send your completed application form to:-

clerk@chirktowncouncil.org.uk

or

Mrs Karen Brown, Town Clerk, Chirk Town Council,
Parish Hall, Holyhead Road, Chirk, Wrexham, LL14 5NA

Please mark the outside of the envelope/ email "Confidential".

Applications must be received by midday - Monday 31st July 2023.



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Selection Process

Interviews for short-listed candidates will be held shortly after the closing date.

The interviews will be structured to assess your competence and suitability for the post and therefore you will be questioned on your capabilities.

References

You will be required to provide two references if you are to be offered the appointment.

Proof of Eligibility to Reside and Work in UK

In accordance with their legal obligations, the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

DBS Check

The Council does require a criminal record check processed through the Enhanced Disclosure and Barring Service (DBS) as part of its recruitment process.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer.

Further Information

If you have any questions on the information in the Recruitment Pack or any aspect of the appointment or the recruitment process, please do not hesitate to contact the Clerk of the Council as set out in the introduction earlier.