



SWAFFHAM TOWN COUNCIL

Town Hall, 4 London Street, Swaffham, Norfolk PE37 7DQ

Telephone: 01760 722922

www.swaffhamtowncouncil.gov.uk



TOWN CLERK RECRUITMENT PACK JUNE 2025

Contents

Welcome from the Mayor.....	3
Advert.....	4
Swaffham.....	5
The Town Council.....	7
Job Description.....	12
Person Specification.....	15
Terms & Conditions.....	17
How To Apply etc.....	18

A Warm Welcome from Councillor Lindsay Beech

On behalf of Swaffham Town Council and our vibrant community here in Norfolk, I am delighted to welcome you as you consider this exciting opportunity to join us as our next Chief Officer | Town Clerk.

Swaffham is a historic and characterful market town at the heart of West Norfolk, known for its rich heritage, strong community spirit, and forward-looking approach to local development. We are proud of our past, engaged in the present, and ambitious for the future.

This is a key leadership role within our Council, one that offers a rare combination of strategic influence and hands-on involvement. The successful candidate will play a central part in shaping Swaffham's direction, working collaboratively with councillors, dedicated staff, and our engaged residents.

We are seeking an outstanding individual who brings not only strong leadership and organisational skills but also a genuine commitment to public service. Someone who can confidently navigate the complexities of local government while keeping the needs and aspirations of our community at the heart of everything they do.

Swaffham is a town where your work will be valued, your ideas welcomed, and your impact felt. We offer a supportive, collaborative environment where you can truly make a difference.

I encourage you to explore this opportunity and consider becoming a vital part of Swaffham's continuing story.

Sincerely,
Lindsay Beech
Mayor of Swaffham
2024 - 2025





SWAFFHAM TOWN COUNCIL

Appointment of a Town Clerk

(Full Time)

Salary Scale SCP: 40 – 43 (£49,431 - £52,805) per annum
Plus Generous Local Government Pension Scheme

Join us in Shaping Swaffham's Future

Are you a strategic thinker with a strong leadership presence? Can you inspire, communicate clearly, and drive meaningful change in a public service environment?

Swaffham Town Council is seeking an experienced and proactive Town Clerk to lead its operations and strategic initiatives. This pivotal role offers a rewarding challenge – ensuring the Council functions effectively, meets statutory requirements, and delivers exceptional services to the community.

With strong commercial acumen and outstanding communication and relationship-building abilities, you will navigate the complexities of local government while guiding Councillors and partners to remain focused on the needs and aspirations of Swaffham's residents.

About Swaffham

Swaffham is a historic and characterful market town at the heart of West Norfolk, known for its rich heritage, strong community spirit, and forward-looking approach to local development. We are proud of our past, engaged in the present, and ambitious for the future.

If you have the vision and drive to lead Swaffham Town Council, we invite you to apply. Contact recruitment@chrgs.co.uk to request a recruitment pack and application form. Please note CVs will not be considered.

Applications must be received by 11pm on Monday, 14 July 2025

Interviews will be held w.c. 14 July 2025 and, for those called for a second interview, these will be held w.c. 21 July 2025

If, after reading the recruitment pack, you would like to discuss this position further, please contact the Council's HR advisor, Manny Kler, at Council HR & Governance Support on 07939 400548

Welcome to Swaffham Town Council

Swaffham is an attractive, family friendly Norfolk market town which sits at the very northern point of the Brecklands, an area of outstanding tranquillity and beauty which stretches across Norfolk and Suffolk.

Swaffham's fine Georgian buildings are a reminder that this town has long been a commercial centre – reputed to be a one-time favourite of Lord Nelson – there is a bustling Saturday Market that has been around for over 800 years; the church of St Peter and Paul dominates the skyline and the town is a great place to do some shopping, grab a bite to eat, a drink or just relax and enjoy the Norfolk way of life.



There is plenty to see and do in Swaffham; from a variety of independent shops to the Swaffham Museum with its many artefacts and stories through the ages including Swaffham's connection to Howard Carter; there is something for everyone. Swaffham is a vibrant and community focused town, with a packed calendar of events that reflect the energy and commitment of the Town Council and its dedicated staff. Each event is thoughtfully planned and delivered with care, creativity, and a deep understanding of what brings our community together.



Among the many events the Council organises, highlights of the upcoming season include:



Classic Car Fayre & Family Fun Day – 24th August 2025

A celebration of motoring history and family entertainment, this much-loved event draws visitors from near and far. Featuring a stunning array of classic cars, live music, stalls, children's activities and food vendors, it's a true highlight of the summer calendar.

Remembrance Day – 9th November 2025

A solemn and respectful occasion, coordinated in partnership with local groups, veterans, and schools. The Council plays a key role in ensuring the commemorations run smoothly, honouring those who served with dignity and heartfelt community involvement.



Christmas Light Switch-On – 30th November 2025

A magical start to the festive season. This event brings the town centre to life with entertainment, stalls, and the grand switch-on of the town's Christmas lights - an enchanting evening that showcases the Council's spirit of celebration and teamwork.

These events represent just a glimpse of the Council's year-round efforts. Behind each one is a strong, committed team working hard to deliver experiences that foster pride and connection in our community. By joining our team, you will have the opportunity to contribute to the ongoing success of this vibrant community and play a vital role in shaping its future.

THE COUNCIL

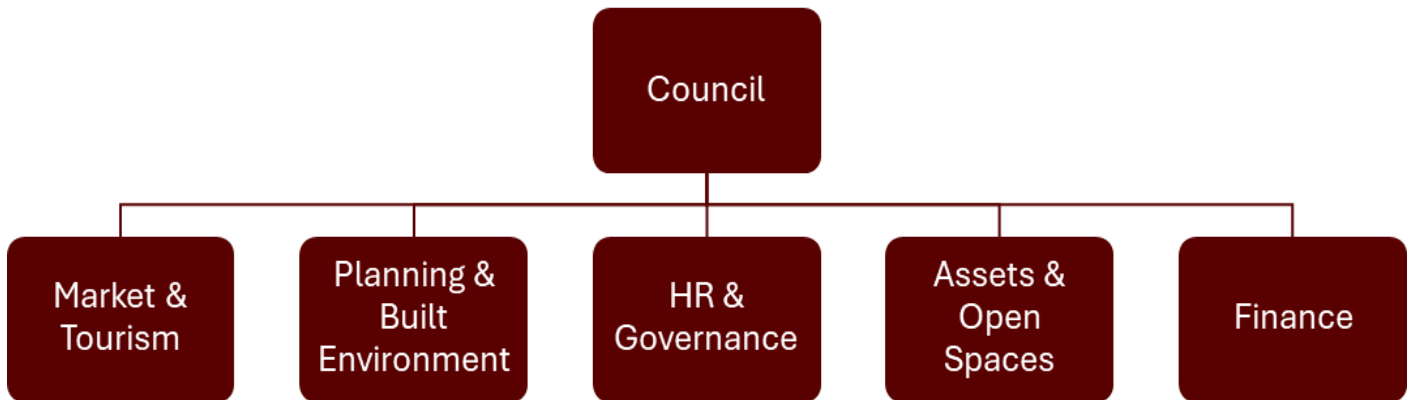
Swaffham Town Council was created in 1974 under the Local Government Act 1972. The town has a population of around 8,000 represented by thirteen Council members, led by the Mayor.

As with all town and community councils the principal source of income is from the Precept, a local tax collected on the town's behalf by Breckland District Council. This money is used to run and maintain council facilities such as the Town Hall, Allotment sites and the Brandon Road Cemetery and support community events such as the annual Sheep Fayre, Classic Car Fayre, Christmas Light Switch-On and traditional civic events such as the Mayor's Reception and Remembrance Sunday. The Precept is supplemented by Town Hall hire charges, market and allotment rents and cemetery income.

Swaffham, a charming historic market town, has hosted markets for over 800 years. The market, held every Saturday, features a diverse range of stalls. It remains a vibrant hub for both residents and visitors, reflecting the town's rich heritage and community spirit.



THE COUNCIL'S COMMITTEE STRUCTURE



COUNCILLORS

Mayor Lindsay Beech
Deputy Mayor
Wendy Bensley
David Braithwaite
Steph Cooper
Robert Couzins
Paul Darby

Graham Edwards
Caroline Ellerbeck
Graham Eves
Jen Mander
Les Scott
Jill Skinner
John Zielinski

AREAS OF RESPONSIBILITIES & SERVICES

Swaffham Town Hall	Northwell Pool
5 recreation and play areas	St Peter & St Paul Closed churchyard
Brandon Road Cemetery	Community Centre and Assembly Rooms
Telephone Box Book Exchange	Allotment sites x4
<p>Events including: Sheep Fayre, VE Day, Remembrance Sunday, Christmas Lights, various family events and fayres</p>	

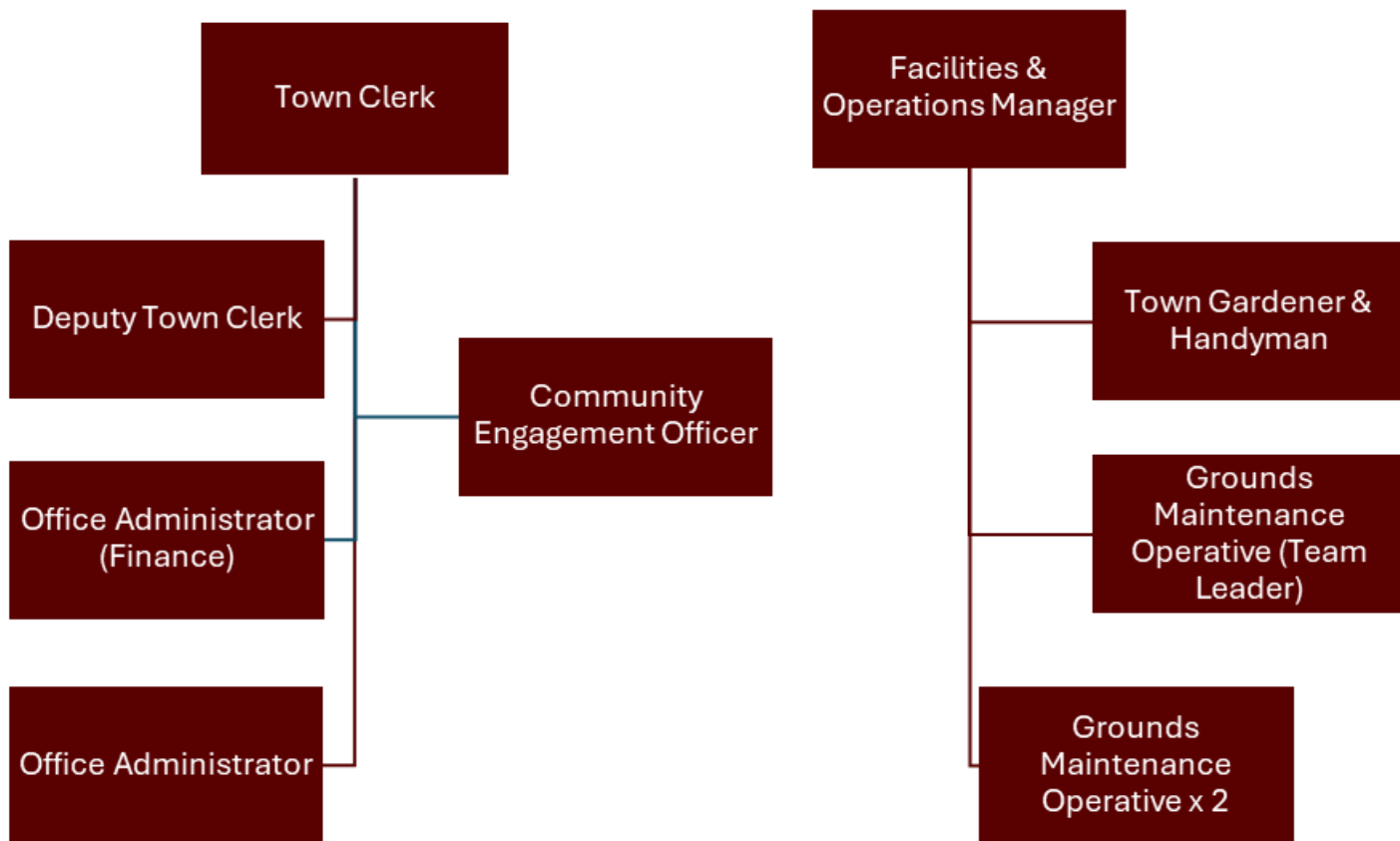


BUDGET 2024/25

Budget Heading	Receipts (£)	Payments (£)	Net position (£)
Admin & Miscellaneous	17,417.58	423,190.54	2,217.04
Allotments	8,744.97	2,315.38	270.41
Cemetery & churchyard	21,9443.13	10,106.37	6,513.24
Council borrowing	1,393	9,061.36	1,393
Earmarked reserves*	1,618,321.05	38,073.14	1,581,347.91
Events	9,775.36	8,343.35	1,052.01
IT	518.87	10,931.09	1,860.78
Market	38,326.64	5,896.91	2,709.73
Open spaces	17,332.47	69,270.52	250.83
Public toilets	2,362.32	21,421.43	-8,309.11
Recreation Ground	4,985.40	780.26	4,205.14
Sues' News	6,926.21	0	198.21
Swaffham Museum	70.00	5,023.66	-4,453.66
The Barn Complex	3,655.49	10,443.84	-348.35
Town Hall	1,024.17	34,360.97	3,256.80
War Memorial	1,960	259.88	1,900.12
Total	2,349,378.17	651,736.41	1,573,625.49

*sale of land deposit which is not a regular occurring transaction

The Councils Staff Structure





SWAFFHAM TOWN COUNCIL

Town Hall, 4 London Street, Swaffham, Norfolk PE37 7DQ

Telephone: 01760 722922

www.swaffhamtowncouncil.gov.uk



JOB DESCRIPTION

- JOB TITLE:** Town Clerk
- PLACE OF WORK:** Swaffham Town Hall
- SPINE POINT:** SCP (40 – 43) (£49,431 to £52,805)
- HOURS OF WORK:** Full time - 37 hours per week with a requirement for some evening work to attend Council, Committee and working group meetings
- ANNUAL LEAVE:** 23 Days + 2 directed days plus 8 public holidays (additional 3 days after 5 years' service)
- REPORTS TO:** Chair of HR & Governance Committee
- MANAGEMENT RESPONSIBILITIES:** All staff employed by the Town Council

A. Main purpose of the role	
1.	The Town Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve all the notifications required by law of a local authority's Proper Officer.
2.	The Town Clerk is the designated Responsible Financial Officer (RFO) and as such is under a statutory duty to carry out all the functions required by law of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council. .
3.	The Town Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out.
4.	The Town Clerk is expected to advise the Council on, and assist in the formation of, over-all policies to be followed in respect of the Authority's activities and, in particular, to produce all the information required for making effective decisions and to constructively implement all decisions. The Town Clerk will be accountable to the Council for the effective management of all its resources and will report to the Council as and when required.

B. Key responsibilities	
1.	Corporate Governance (Council Policies & Accreditation)
2.	Council & Committee Meeting Paperwork & Administration
3.	Managing the Council's Finances
4.	Human Resources (incl. Training)
5.	Developing Council service policy for consideration
6.	Carrying out delegated responsibilities and service delivery
7.	Liaising with employees, Councillors, third parties and members of the public

C. Specific responsibilities: The Town Clerk will be responsible for the overall management and administration of the Council. This will include:

1.	Strategic Leadership
1a	Developing and implementing the Council's strategic plans in line with community needs and
1b	Providing strategic advice and support to the Council and its committees.
1c	Identifying and mitigating risks to the Council's operations.
1d	Representing the Council at external meetings and events.
1e	Building and maintaining strong relationships with key stakeholders, including residents, businesses, community groups, and other public sector organisations.
2.	Financial Management
2a	Overseeing the Council's budget and ensuring financial stability.
2b	Advising the Council and its Committees on and preparing the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual precept
2c	Monitoring and managing the Council's budget and expenditure and income, cash flows and
2d	Prepare and maintain the Council's five year rolling financial plan.
2e	Ensuring compliance with all relevant financial regulations.
2f	Exploring and securing funding opportunities for Council projects.
2g	Acting as the Council's principal advisor on financial matters and being responsible for the careful administration of the Council's finances, and the proper application and maintenance of the
2h	Ensuring that the Council's finances are effectively managed and monitored and advising the
2i	Ensuring that all management reports are reported to the Council and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential
2j	To issue invoices on behalf of the Council for services and to ensure payment is received.
2k	Ensure all necessary VAT, HMRC, SSP and pension payments, financial returns and/or pay-
2l	Records, returns and public notices for the annual audit are prepared and the necessary public
2m	Appropriate financial IT systems are in place and operated, efficiently and securely.
2n	Ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured.
2o	Ensuring that an annual equipment inventory and asset register are in place and up to date.
2p	To ensure financial efficiencies are developed, reviewed and amended, ensuring value for
3.	Operational Management
3a	Managing the Council's staff and ensuring their professional development.
3b	Overseeing the delivery of Council services, including: <ul style="list-style-type: none"> • Maintenance and upkeep of public spaces and amenities. • Community engagement and events. • Administration and management of the Brandon Road Cemetery. • Planning and development matters.
3c	Ensuring compliance with all relevant legislation and best practice.

3c	To ensure all Council services are delivered in an efficient and effective manner, and in accordance with Council policy, and to oversee asset management, including land.
3d	To ensure that the Council's obligations for risk assessment are properly met.
3f	To prepare, in consultation as appropriate with the Mayor or Committee Chairs as necessary, press releases about activities and decisions of the Council.
3g	To receive correspondence and documents on behalf of the Council and to deal with these or bring them to the attention of the Council as appropriate.
3h	To act as a representative of the Council as required.
3i	To liaise with contractors regarding the procurement and fulfilment of contracts, the provision of services, and the maintenance and repair of Council assets.
3j	To help organise and oversee Council civic and community events
3k	Ensure compliance with GDPR legislation and associated the council's data retention policies.
3l	To undertake administration in relation to the Brandon Road Cemetery. This includes the maintenance of burial and grave registers, management of exclusive rights of burial, and
3m	Develop effective working relationships with the council contractors including IT and communications service providers.
4.	Communication and Engagement
4a	Communicating effectively with the community, including through newsletters, social
4b	To oversee the development and administration of the Council's website and social media
4c	Building and maintaining strong relationships with residents and community groups.
4d	Promoting the Council's activities and achievements and maintaining a good understand-
4e	To act as a representative of the Council as required, including attending meetings with key stakeholders, positively promoting the Council within the local community and being
5.	Governance and Compliance:
5a	Ensuring the Council operates effectively and complies with all relevant legislation and
5b	Providing advice and support to councillors on governance matters.
5c	Maintaining accurate and up-to-date records.
5d	To ensure that statutory and other provisions governing or effecting the running of the
5e	To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications. Ensure all polices are re-
5f	As the Proper Officer of the Council undertake all the duties that result from being the
5g	To prepare, in consultation with appropriate Members, agendas for meetings of the Council and its Committees, Sub-Committees and working groups. To attend such meet-
5h	To study reports and other data on activities of the Council and on matters relating to those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields, and to produce reports for circulation and discussion by the Council.

5i	To draw up, both on his/her own initiative and because of suggestions from Members, proposals for consideration by the Council, and to advise on the practicability and the
5j	To ensure the efficient running of the Town Council office; Reviewing and monitoring systems, processes and procedures, and updating where appropriate, making best use of appropriate IT.
6.	Human resources (including Training)
6a	Town Clerk manages and supervises all other members of staff in keeping with the policies and procedures of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of staff, including identifying and meeting training needs.
6b	Undertake and document regular and one to one's annual performance appraisal for all staff (including your own with designated councillor(s)).
6c	To secure advice from the Councils HR consultants where any doubt is held about what action to take in any given situation.
6d	To work at all times within the Council's framework of Equal Opportunities. This includes ensuring that all staff understand their personal responsibility for eliminating unfair and un-
7	Personal development
7a	To attend training courses or seminars on the work and the role of Chief Officer of the
7b	To work towards the achievement of Certificate in Local Council Administration (CiLCA)(if not already achieved) within the first 12 months of appointment.
7c	To continue to acquire the necessary professional knowledge required for the efficient

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Education/ Qualifications	<ul style="list-style-type: none"> • Introduction to Local Council (ILCA) or willingness to obtain within the first 6 months of employment. • Commitment to obtaining CiLCA within first 12 months of employment (the Council holds the General Power of Competence and wishes to retain this) • Educated to degree or HND level or NVQ level 4 or above.. 	<ul style="list-style-type: none"> • Management of professional qualification
Leadership Skills	<ul style="list-style-type: none"> • Proven senior management experience • Proven ability to lead and manage a team effectively, including ability to effectively delegate tasks. • Evidence of ability to organise and manage resources effectively. • Work effectively as part of a team and in dependently and manage resources effectively. • Extensive experience of successful partnership working with multiple partners. 	<ul style="list-style-type: none"> • Experience in public facing roles. • Experience of using project management methodologies.
General Skills, Knowledge and Aptitude	<p>Ability to:</p> <ul style="list-style-type: none"> • organise and service meetings including, report writing, agendas, minutes, follow up actions and dealing with queries on meetings. • produce relevant reports. • solve problems in an inclusive manner. • assimilate viewpoints and establish common understanding. • Excellent organisational skills • Strong time management with evidence of meeting targets and deadlines. • Resilient and able to work under pressure. 	<ul style="list-style-type: none"> • Previous experience as a Town or Parish Clerk or Deputy, or in local government. • Understanding of a local Council's legal framework and operating environment. • General knowledge of the law as it affects local Councils. • Knowledge of Employment law and HR management • Experience of liaising with the press and media
Communication Skills	<p>Ability to:</p> <ul style="list-style-type: none"> • communicate in a clear and confident manner and present to wide ranges of audiences. • work well with members of the public, Councillors and outside bodies. • provide objective advice to Councillors in a timely and coherent manner, including analytical report writing and analysis. 	<ul style="list-style-type: none"> • Understanding of the importance of accessible documents. • Ability to produce a press release. • Evidence of good negotiating skills.

Information Technology	IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets, social media and the internet.	Experience of using social media for community engagement
Financial	<p>Strong financial and budget management skills including:</p> <ul style="list-style-type: none"> • Contracts procurement and management • Facilities and asset management • Risk assessments 	<ul style="list-style-type: none"> • Experience of local government financial procedures.. • Practical experience in an appropriate accounting package. • Experience of successful fundraising and grant
Personal attributes	<ul style="list-style-type: none"> • A commitment to public service and community engagement • Self-reliant and self-motivated. • Able to work out of office hours. • Solution-oriented and able to work with impartiality in a political environment. • Possession of a current driving licence and the ability to travel. • Accuracy and attention to detail. • High standard of personal integrity and trustworthy. • Commitment to equal opportunity in terms of the management and development of staff and the delivery of and access to Council services. 	Local knowledge.

Terms & Conditions

Town Clerk

Salary: Salary Scale SCP 40 - 43 (£49,431 to £52,805) dependent upon skills, experience, and qualifications.

Payment of salary: Paid by 15th monthly in arrears.

Probation period: The post is subject to a probationary period of 26 months. This may be ended earlier or extended following discussions with the Council and employee.

Conditions of Service: In accordance with the National Joint Council for Local Government Services.

Pension: Local Government Pension Scheme.

Hours: 37 hours per week. Council and Committee meetings are currently held on weekday evenings. Evening and occasional weekend working will be required for which time off in lieu will be granted. It may be necessary for the post holder to work in excess of these hours on occasions to meet deadlines.

References: The post is subject to two satisfactory employment references – one from your current employer.

Place of work: The post is based at the Council Offices in Swaffham Town Hall. Some home based working will be considered by prior arrangement with the Staffing Committee and not until the completion of a successful probationary period.

Leave entitlement: Your holiday entitlement is 23 days per annum, plus the normal bank/public holidays. Annual leave entitlement increases, in recognition of length of service to 26 days after five years continuous service. In addition to the above, you are entitled to 2 extra statutory leave days to be taken as determined by the Council. The holiday year is 1 April to 31 March. Holiday entitlement is pro rata for part time employees. Continuous service of holiday and sickness entitlement will be recognised if transferring within 4 weeks of end of employment from another local authority.

How to apply

1. Download the Application form & Equal Opportunities form.
2. Complete the forms in **black ink**, preferably typed, or **BLOCK CAPITALS** if hand written. Additional sheets may be attached where necessary
3. Please complete **all** sections.
4. Save both forms using your name to identify them.
5. Please return by email to recruitment@chrgs.co.uk before the closing date.

SELECTION PROCESS

All application forms will be acknowledged and considered by the selection panel.

Candidates will be notified whether they have been successful in gaining an interview or not. Feedback in respect of unsuccessful applications will be given upon request.

IMPORTANT DATES

ACTION	DATE
Closing Date	11pm on Monday, 14 July 2025
First Interview Date	W.c. 14 July 2025
Second Interview Date	W.c. 21 July 2025
Anticipated Start Date	ASAP

Work Sponsorship: Unfortunately, Swaffham Town Council is currently not able to offer work sponsorship as the Council does not hold a Home Office sponsorship license for visas and is therefore unable to process applications that would require a visa to work in the UK.

Swaffham Town Councillors thank you for your interest in working for the Council and look forward to receiving your completed application form.