Job Vacancy

Deputy Town Clerk

Grade: NJC Scale 22 -28 (£32,654 - £37,938) Permanent

30-37 hours per week. Office based.

Location: Otley Town Council Offices

Are you someone who thrives in a role that offers both challenges and variety?

Are you able to balance administrative responsibilities with hands-on involvement in projects?

Do you want to be part of a team making a real difference in the community whilst demonstrating your organisational and practical skills?

The Role

This is an excellent opportunity for someone who wants a varied, interesting and challenging role and is willing to become fully involved in the work of the council. No two days are the same. As Deputy Town Clerk, you will be the right-hand person to our Executive Officer, supporting them in the day-to-day running of the Town Council. This is no ordinary desk job – you will be involved in everything from helping prepare for and service council meetings to overseeing local projects and supporting events. The role includes evening meetings (approximately ten per year) and very occasional weekend working.

What You Will be Doing:

Based primarily in Otley Town Council offices you will be:

- Servicing Council committee meetings – preparing agendas, papers and attending meetings as delegated by the Executive Officer.
- Responsible for the delivery of Council led projects and initiatives including the effective coordination between contractors and staff.
- Management of the day-to-day administration of council services which include allotments, public conveniences, Gallows Hill Nature Area and the Council office. Currently we are a team of eleven consisting of seven office staff and four washroom attendants/caretaker.
- Deputising across a range of the Council's activities in the absence of the Executive Officer.

What We are Looking For:

- Strong organisational, planning and administrative skills – you will need to be able to prioritise tasks, meetings, and deadlines.
- Proficient in the use of Microsoft word, excel and outlook.
- A strong team player, who can take direction, but also have an ability to work independently and use their own initiative and lead by example.
- Great verbal and written communication skills – there will be significant interaction with Council members, contractors and residents.
- Completed or are studying towards the CILCA qualification. Experience in local government would be a bonus, but if you are a quick learner with a can-do attitude, we would love to hear from you.
- This is a unique sector and a willingness to engage in training opportunities is expected.
- Resourcefulness and resilience – things can change quickly, and we need someone who thrives in a dynamic environment.
- Flexible regarding the hours and days you work.

Why Join Us?

This is not just a job – it is an opportunity to be part of a friendly close-knit team working to improve our town every day. You will have a role that keeps you engaged, with plenty of variety and the chance to see the impact of your work firsthand. Plus, we offer a competitive salary and benefits, and the opportunity for personal and professional development.

Ready to Apply?

If you are ready for a role that offers variety, responsibility, and the chance to contribute to the community, we would love to hear from you!

For an informal chat about this role please call Jason Knowles (Executive Officer) on 01943 466335.

1. Please email eo@otleytowncouncil.gov.uk to request an application pack.
2. The closing date for applications is noon on Tuesday 6 May.
3. Interviews are expected to be week beginning 19 May.

We look forward to hearing from you.