



WAREHAM TOWN COUNCIL

Job Description

Located:	The Town Hall, East Street, Wareham, BH20 4NS
Reporting to:	The Town Clerk & Responsible Financial Officer
Salary:	SCP 25 – 29 £36,363 – £39,152 per annum (depending on qualifications and experience) (Pay award pending)
Hours:	37 per week, to include some evening meetings
Annual leave:	23 days, rising to 26 after five years' service, plus 3 mandatory days and bank holidays
Benefits:	Local Government Pension Scheme · Free parking · Employee Assistance & Wellbeing Scheme

A rare chance to help run one of Dorset's most historic towns

Wareham is a Saxon walled market town set between the Purbeck hills and the Jurassic Coast, a distinctive place of around 7,500 residents with a strong sense of its own history and a community that cares deeply about it. The Town Council sits at the heart of that community: a budget of nearly £700,000, 16 councillors and a full programme of Council and four committees, alongside the Town Hall and the town's own Museum.

We are looking for a capable, organised and community-minded Deputy Town Clerk to work alongside the Town Clerk & Responsible Financial Officer (RFO). Someone ready to take on supporting the Town Clerk with the Council's governance, finance, people and projects, and to step up and deputise when it is needed.

Why this role is worth having

You will be the Clerk's right hand and natural deputy, trusted with your own committees and projects, close to every decision the Council takes, and leading the teams that keep the town running day to day. It is a genuinely broad role: one week you might be clerking a committee and advising members on the law, the next overseeing a project, managing the grounds team or supporting the Museum. We invest properly in our people, including full support to gain your iLCA and CiLCA qualifications, because we want to build real depth, expertise and continuity at the heart of the Council, and to see you thrive in the role for the long term.

Role summary

To support and proactively assist the Town Clerk & RFO with the administration of the Council, including its statutory, financial, operational, management and administrative functions, and to deputise for the Town Clerk & RFO as required.

What you will do

Working closely with the Town Clerk & RFO, you will:

Governance and democratic services

- Support the Clerk in ensuring the statutory and other provisions affecting the running of the Council are met and deputise for the Town Clerk & RFO as required.
- Support the Clerk's role as principal adviser to the Council through attendance at Council and committee meetings.
- Take responsibility for committees and working parties as instructed, preparing agendas and supporting papers, attending meetings, and producing accurate minutes and actions arising.
- Attend meetings of other bodies, organisations and groups as may reasonably be required.

- Support the preparation and administration of the Annual Town Meeting and Annual Mayor Making ceremony.

Leadership and people

- Oversee and act as line manager for the Council's Grounds Team.
- Support the Administrative Officer with their day-to-day responsibilities.
- Manage the Town Hall's hired facilities and staff on a day-to-day basis.
- Assist the Town Clerk & RFO in ensuring the Council's responsibilities as an employer are met.

Finance

- Maintain a working knowledge of the Council's accounting procedures and record-keeping, deputising for the RFO when required, including monitoring Council finances, producing reports, and preparing statutory returns and other accounts.

Projects, procurement and community

- Oversee the management and delivery of projects and services resolved by the Council.
- Engage third-party contractors to carry out work on behalf of the Council, adhering to the local authority procurement and tender process.
- Carry out risk assessments across the Council's duties and services.
- Assist and support the Museum Manager with the management of the Museum as and when required.

Your own development

- Achieve the iLCA qualification within your first 2 years of employment, and, if desired, work towards the CiLCA qualification within five years, with the Council's support.
- Undertake personal and professional development relevant to the role.
- Carry out other reasonable duties as may be assigned from time to time.

This document sets out the main dimensions of the job it describes. It does not define every individual task, and duties may be expected to change from time to time to meet operational needs.