



# **Walmer Town Council**

## **DEPUTY TOWN CLERK**

**Walmer Town Council is wishing to recruit a person for the role of Deputy Clerk to the Council, the present Deputy Clerk having been promoted. This post will become available 1<sup>st</sup> July 2023 upon the retirement of the current Clerk.**

**We are seeking either a qualified CiLCA clerk or similar equivalent qualification or someone willing to work towards this. The candidate should have significant experience in senior management.**

**The post would suit a candidate who has previous financial or legal experience within local government.**

**This post requires someone who is willing to undertake flexible working as evening and weekend duties may be required to meet both the Council and Committee requirements.**

**Hours are negotiable to a maximum of 22 hours a week**

**The candidate will need proven experience in effective people management**

**The Council will pay a competitive salary for the right candidate according to experience and qualifications. Local government pension.**

**Closing date 6th March 2023**

**Interviews week commencing Monday 13<sup>th</sup> March 2023**

**For more information on this vacancy please contact the Clerk and an application pack will be forwarded to you.**

**[clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)**

**Richard Styles  
Town Clerk**

**62, The Strand, Walmer, Deal, Kent CT14 7DP**

**01304 362363**

**Walmer is a thriving coastal community located in southeast Kent.**