



## **Recruitment of Assistant Clerk (Maternity Cover) – Emersons Green Town Council**

**Salary Scale: NJC SCP 7-12 (currently £25,584 to £27,711 p/a inclusive pro-rata).  
(depending on experience and qualifications, pay award pending), 10 hours / week.**

**Plus – Local Government Pension Scheme, and Free Parking.**

Emersons Green Town Council is seeking to appoint an enthusiastic, proactive part time (10 hours / week) Assistant Clerk to join a small team of staff at a really forward thinking, aspirational local Council. The Assistant Clerk will have responsibility for ensuring that the administration tasks of the Council are correctly managed as well as be involved in the day-to-day activities of the Council. Flexible working is in operation. Days and times of work are negotiable by agreement.

The Council has a Strategic Plan which was originally adopted in 2021. The Town Council has met a number of its original aims and objectives and continues, as a part of its vision for the Town, to drive an ambitious programme of growth, with aspirations to ensure the very best services and facilities are provided for its residents and visitors. There are also a number of projects which the Council wishes to undertake and complete as soon as possible.

The Assistant Clerk will have a key role in supporting and assisting with delivering these aims and objectives. The post holder will be a key component in ensuring that this aspirational Council meets its stated aims and objectives within the Town.

Applicants must be able to demonstrate that they have relevant experience – as well as be motivated, community focused, and possess sound IT, communication, and organisational skills.

Candidates should ideally have a knowledge of local government but this is not essential. Occasional attendance at evening meetings and weekend events may be required, for which time off in lieu will be granted.

Emersons Green Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community. A relocation package will be negotiated for the right candidate.

*If you're enthusiastic, motivated, and eager to make a difference, we encourage you to apply.*

*To apply, please download the full recruitment pack below. Complete the application form and return it either by email or post by **12 noon on Friday, 13th June 2025**. Full submission details can be found at the end of the recruitment pack.*

**The closing date for the receipt of applications is 12 Noon on Friday 13<sup>th</sup> June 2025.**