



DISS TOWN COUNCIL

Vacancy for the position of Town Clerk.

Diss Town Council is located in South Norfolk close to the Suffolk border. The Town Council currently have 13 councillors and serve a population of over 7500.

The Town Council is a forward-looking authority who are constantly looking to promote the historic features of this quaint market town and ensure that development is complementary to the area. We are seeking a new Clerk who will help shape the way we operate and work closely with members of the Council to bring about the changes we seek. The post becomes vacant in September but if the right person is available sooner this would be considered. Salary will be based on local government scales plus personal experience.

You will be a proven leader and innovator and able to develop and maintain productive working relationships with members of the Council and colleagues within our organisation and beyond. As well as demonstrating success in administrative management in a complex environment; and a solid understanding of local government; you will be an exceptional communicator, including adding value in community engagement. Providing clear and expert advice to the council and assisting in the development of our policies, your financial management and IT skills will be strong.

You will need to hold iLCA/CiLCA or be prepared to gain these qualifications following appointment.

The role is 37 hours per week.

Please call us on 01379 643848 for more information

The closing date for applications is Friday June 8th 2018.

Interviews will take place during the remainder of June at our Diss Office.

Please complete and send in a copy of our application form (plus CV) with full details of experience to date to: Cllr Julian Mason, Council Leader, Diss Town Council, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ.

For further information, job description and job specification, please contact us on towncouncil@diss.gov.uk