



Newmarket T O W N C O U N C I L

THE KING EDWARD VII MEMORIAL HALL
HIGH STREET, NEWMARKET, SUFFOLK, CB8 8JP
01638 667227

Lead a forward-thinking Council serving an historic Town

Town Clerk

Full Time / 40 hours per week

Salary range - NJC scale point 28-34, £34,848 - £40,000 depending on qualifications and experience

Newmarket Town Council is looking to recruit a full-time Town Clerk and Proper Officer. The council seeks a proactive, dynamic individual who is an excellent manager, leader, innovator and ambassador to partner our elected members in delivering their vision for the Town. The successful candidate will also have considerable administrative and organisational skills.

Newmarket, the historic home of horseracing, is a unique town with international recognition and is a major wealth-generator for the sub-region. There are a large number of stakeholders who are all committed to achieving the best for Newmarket. The Town Council is well placed to unite and coordinate the actions of all stakeholders, be they local authorities, businesses or residents. The Town Clerk would be expected to take a lead on building and maintaining good working relationships with all these organisations in the best interests of the town.

Newmarket has a population of around 22,500. The Town Council's budgeted annual expenditure is around £775K and it is responsible for the Memorial Hall and gardens, the Severals playing field and Pavilion, the Cemetery (managed under an SLA) and various memorials. The Town Council organises a number of events throughout the year including the Soap Box Derby and Carnival.

The successful candidate will manage the council's services, its staff and take on a pivotal role in ensuring our council continues to move forward. Duties will require regular evening work and occasional weekend working.

The Town Clerk is supported by a strong team consisting of Responsible Financial Officer, Events Manager, Administrative Assistant, Minute Taker, Town Keeper and Caretaker.

The successful candidate would be expected to hold the Certificate in Local Council Administration, or be willing to attain it within two years of starting in post.

An application pack can be downloaded from our website:

<https://www.newmarket.gov.uk/your-council/vacancies/>

Closing date: Monday 17th May, 9AM, by email to townclerk@newmarket.gov.uk

Shortlisted candidates will be invited to attend the Memorial Hall on Friday 21st May and will sit a short test, interview and give a 5-minute presentation on the "Issues Facing Newmarket in 2021"

Should an informal phone discussion be helpful, please e-mail to arrange a convenient time.