



VACANCY - TOWN CLERK - YARM TOWN COUNCIL

Job Title: Town Clerk

Salary: £16.39 to £20.35 per hour

Yarm Town Council is a forward-thinking and energetic local authority dedicated to providing excellent services to our community. We are seeking a highly motivated individual to join us as our Town Clerk, playing a crucial role in our success.

The Role:

We are seeking a well-organised and reliable Town Clerk to provide administrative support to the Town Council. This role is central to the smooth running of council business, including meeting coordination, record keeping, and supporting councillors in delivering local services.

This is a hands-on administrative role suited to someone who is organised, detail-focused, and comfortable working in a public-facing environment. It is key to the efficient and effective management of the Council's administration and services to residents.

Key Duties & Responsibilities:

- Provide day-to-day administrative support to ensure the smooth operation of Town Council services and functions.
- Assist in the preparation and coordination of Council meetings, including drafting and distributing agendas and minutes, and providing procedural guidance to Councillors as required.
- Administrate external communications on behalf of the Council, including liaison with the press, website updates, and social media content.
- Maintain administrative systems and procedures to support efficient and effective Council operations.
- Support the Council's engagement with the local community and external stakeholders by helping to communicate its work, services, and activities.
- Undertake any additional administrative duties appropriate to the role.

Skills & Experience (Required):

- Experience in an administrative or office support role.
- Strong communication and interpersonal skills, with the ability to work effectively with colleagues, Councillors, and members of the public.
- Good IT, financial administration, and organisational skills.
- Good numerical and analytical skills with strong attention to detail.
- A flexible, practical approach with the ability to manage multiple tasks and meet deadlines.
- A genuine interest in public service and supporting local community work.

Skills & Experience (Desirable):

- Willingness to work towards or achieve the Certificate in Local Council Administration (CiLCA) within two years of appointment.
- Experience working within local government or a public sector administrative environment.
- Experience working in a community-focused or customer-facing administrative role.

What We Offer:

- A competitive salary based on the NJC pay scale.
- Comprehensive support and training, including assistance in working towards the CiLCA qualification.
- A vibrant and supportive working environment within an active local community.

Working Hours & Location:

- This is a post of 30 hours per week, five days per week 10am – 4pm from the Town Hall, with evening attendance at Council meetings and occasional weekend/civic function attendance.
- **Location:** Yarm Town Hall, High Street, Yarm, TS15 9AH

How to Apply:

To apply, please submit your CV and a cover letter outlining your suitability for the role to elainedodds@yarmtowncouncil.gov.uk by Tuesday 23rd June 2026.

Contact:

For further information, please contact elainedodds@yarmtowncouncil.gov.uk

Equal Opportunities:

Yarm Town Council is an Equal Opportunities Employer.