HEMSWORTH TOWN COUNCIL

POST OF TOWN CLERK

Applications are invited for the Post of Town Clerk to Hemsworth Town Council, a proactive, friendly, and forward-thinking Council. The post is for 3 days per week to be worked flexibility. Time in lieu will be given for additional hours for evening meetings and occasional weekend working.

The Clerk is responsible for the administration of the Council including minutes and agendas, dealing with members of the public and Members and the day to day management of the council services. Experiencing of managing a diverse team of staff is essential.

Ideally the applicant should be computer literate, hold a degree in a relevant subject, have a minimum of five years of senior local government experience preferably as a Clerk and hold the Certificate in Local Council Administration. It is essential applicants have excellent communication and personal skills.

NJC Terms and Conditions of Employment apply to the post. The salary range is depending upon qualifications and experience LC3 (above substantive range) SPC 37 £49,817 to SPC41 £54,143 per annum pro-rata for 3 days per week.

Information on how to apply can be obtained by e mailing clerk@hemsworthcouncil.co.uk. You are welcome to call Anne Wilson, Locum Town Clerk on 07989 962640 for an informal chat about the role.

Previous applicants need not apply.

Closing date: 12 noon on Tuesday 1st December 2026