



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

Parish Clerk
01270 421125 | clerk@shavingtononline.co.uk
www.shavingtononline.co.uk

Chief Officer (Parish Clerk and Responsible Financial Officer) **Job Description and Person Specification**

Position Title: Chief Officer (Parish Clerk and Responsible Financial Officer)

Grade: SCP 33-36 (currently £41,418 - £44,428 pay award pending)

Reports To: Shavington-cum-Gresty Parish Council

Location: Shavington-cum-Gresty Village Hall, Main Road, Shavington, Crewe, CW2 5DP

Hybrid role

Responsible For: All Council Staff and the management of Council facilities, including Shavington-cum-Gresty Village Hall.

Employment type: Full time, Permanent

Benefit: access to the Cheshire Pension Fund, 25 days holiday (+1 day every year of service up to a maximum of 5 days) plus bank holidays.

The Parish Clerk and RFO is the chief officer of Shavington-cum-Gresty Parish Council, tasked with leading the Council, delivering its strategic vision, and managing all aspects of Council operations. This role is more than a traditional clerk's position; it requires innovative leadership to drive the Council forward, ensuring that the ambitious strategy, accounting for nearly £1.5 million over the next five years, is effectively delivered.

Main Function of Position

- **Strategic Leadership:** Provide effective leadership to the Council, stakeholders, and staff on all matters affecting the Parish. This includes advising on statutory and non-statutory governance policies and ensuring that the Council's decisions are implemented efficiently and constructively.

This role requires clerking of meetings in person at ScG VH on evenings (in 2023/24 the average meeting schedule was 3 meetings/month), and attendance to civic events on weekends (In 2023/2024 no more than 5 per year)

- **Financial Management:** Act as the Responsible Financial Officer, with accountability for the Council's finances, including budget preparation, financial records management, and careful administration. Oversee the preparation of records for audits and VAT submissions.

- **Governance and Compliance:** Ensure that all legal, statutory, and other provisions governing or affecting the running of the Council are observed. Manage the Council's assets, facilities, and services, ensuring compliance with Health & Safety (H&S) and General Data Protection Regulation (GDPR) requirements.

- **Communication and Marketing:** Develop and manage the Council's communication strategy, provide leadership in external communication and marketing efforts to enhance the Council's public profile.

- **People Management:** Lead and mentor the Council's staff, fostering a culture of continuous improvement, emotional intelligence, and professional development. Manage staff appraisals, training needs, and other HR-related activities in line with Council policy.

- **Innovative Leadership Approach:** Develop and implement processes that foster creativity and progress within the Council, going beyond merely adhering to existing procedures. This role requires a proactive



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individual who can ensure the Council's operations are efficient and effective while also driving forward new initiatives and improvements. The ideal candidate will be adept at both managing the Council's current functions and leading the implementation of strategies that will shape the Council's direction and success over the next five years.

Person Specification

Essential:

- Education and Qualifications:

- High level of numeracy and literacy.
- Willingness to obtain relevant qualifications (e.g., SLCC's Introduction to Local Council Administration) within 24 months of appointment.

- Experience and Skills:

- Demonstrated experience in Local Government or a similar environment, with a deep understanding of governance, budget responsibilities, and public sector financial management.
- Proven leadership experience, including managing teams, mentoring staff, and driving change.
- Strong planning and resource management skills, with an entrepreneurial approach to developing new processes.
- Excellent formal and diplomatic communication skills, both written and oral.
- Understanding of H&S, GDPR, and other relevant legal frameworks.
- Competency in marketing and communications strategies, including media relations and public speaking.
- Proficient in using Microsoft word, excel, outlook, Teams

- Disposition:

- Ability to work effectively independently and as part of a team.
- High emotional intelligence and strong negotiation skills.
- Flexible, reliable, and committed to the Council's vision and values.
- Comfortable with hybrid working arrangements and flexible working hours.

Desirable:

- Experience:

- Previous experience in a Parish or Town Council environment.
- A degree or higher-level qualification.
- Experience with political environments and awareness of local governance dynamics.

What We Offer

- A hybrid working environment with flexibility to balance professional and personal commitments.
- Membership in the Local Authority Pension Scheme (Cheshire Pension Fund).
- A starting holiday allowance of 25 days, increasing by 1 day each year up to a maximum of 30 days, plus bank holidays.
- The opportunity to work with a passionate and ambitious team in delivering a forward-thinking strategy



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for the Parish.

Application Process

If you are interested in applying for the position, please submit your CV and cover letter by **midnight on 3 November 2024** via email to clerk@shavingtononline.co.uk.

- First interviews (online) will be conducted during the week commencing **18 November 2024**.
- Final interviews (in person) for shortlisted candidates will take place on **27, 28, and 29 November 2024**.
- The Council aims to appoint the new Clerk by **4 December 2024**.

For an informal discussion about the role, you may contact the current Clerk at clerk@shavingtononline.co.uk or call 01270 421125.

All shortlisted candidates will also have the opportunity to meet informally with Cllr R Jones before the first interview to gain further insight into the council and its strategy.

For more information about the council, please visit our website at www.shavingtononline.co.uk.