



BLANDFORD FORUM TOWN COUNCIL

Committee Clerk

Blandford Forum Town Council has a vacancy for a dynamic and motivated Committee Clerk who would like to be part of a small, hard-working and friendly team.

This new role within the council includes meeting preparation, and the minuting and clerking of council meetings, working groups and the Blandford+ Neighbourhood Plan monitoring group meetings. The role also includes project management of the Neighbourhood Plan and capital projects, working in partnership with tiers of local government, local groups/organisations, residents and businesses.

Blandford Forum is a historic and rural market town with unique Georgian architecture.

Blandford Forum Town Council is the parish authority for the town of Blandford Forum and has an estimated population of 11,013 (2017 census). It is 409 hectares in area and has approximately 5,058 dwellings (2011 census). It is the third tier of government after parliament and Dorset Council. Its legal powers are granted to it and regulated by various government acts.

Blandford Forum Town Council was the first council in Dorset to be awarded with Quality Gold Council Status. The staff are committed to working to high standards and working closely with the community.

The Town Council's budget for 2022-2023 is £803,241 and it is responsible for a Grade I listed building, play areas, a skate park, recreation grounds, sports pavilions, the town's Cemetery/Chapel and various events throughout the year including the town's Acts of Remembrance.

Person Specification

Blandford Forum Town Council is looking for an organised and effective applicant who is used to working closely with members of the public, ideally with experience of local government. The individual will need to have excellent attention to detail and the ability to turn their hand to the variety of projects they will be allocated to improve the council's services/facilities.

Reporting to the Town Clerk, you will have a strong team ethic and a positive, can-do approach. You will be a good communicator, and competent with IT programmes such as Microsoft Word, Outlook, Excel, Teams and WordPress, as well as social media platforms. With strong literacy skills and the ability to write clear and concise reports, you will be expected to work accurately within a regulated framework and timetable. Honesty and integrity are essential qualities for the successful candidate, as is the ability to self-manage and adapt to – and implement – change when necessary.

The Committee Clerk will be supported by a strong team in the office consisting of the Town Clerk, Operations Manager, Business Support Officer, Bookings Receptionist, Mayor's Assistant and Market Manager. There are also caretaking and grounds staff based elsewhere that the Committee Clerk will come into regular contact with.

Qualifications

- Essential – GCSEs in Maths and English
- Desirable – Qualifications relevant to aspects of the role

Experience

- Experience of local government and an interest in planning would be an advantage.
- Good IT skills and fully conversant with Microsoft Office applications.
- Experience of keeping websites up to date, or willingness to learn.
- Demonstrated capability to work proactively, to identify both opportunities and risks and to organise and prioritise work to deliver organisational objectives and projects.
- Demonstrated capability to work effectively and flexibly with a wide variety of organisations and personalities within a local community to ensure the Council makes excellent service delivery to the community of Blandford Forum its highest priority.
- Demonstrated capability working within a small team to provide ad hoc and if necessary, hands-on support for colleagues to ensure service delivery.
- Evidence of continued professional development and the acquisition of new skills, with a willingness to undertake continuous relevant training.
- Can-do approach to using resources to deliver the desired outcomes and impacts for the Council.

Personal Qualities

- To have a heart for public service within the community.
- Integrity and professionalism in undertaking all duties.
- A commitment to implementing the agreed policies of the Council to the best of your ability regardless of your personal opinions.
- The ability to communicate (both orally and in writing), effectively, confidently and sensitively to Councillors, colleagues, partner organisations, contractors, customers and the public.
- The ability to exercise mature and good judgement, behave with discretion and maintain confidentiality appropriately.
- Enthusiasm and willingness to contribute to the effective functioning of a small staff team as a supportive and trusted colleague.
- Cheerfulness, patience and a creative can-do attitude in relation to identifying and dealing professionally and effectively with challenges and problems.
- An ability to both give and receive constructive criticism and contribute positively to improvements in your own work and that of colleagues.

For further information and an information pack, please contact the Town Clerk, Linda Scott-Giles by e-mail linda@blandfordforum-tc.gov.uk or by phoning for an informal chat on 01258 454500.

Application is by application form only please.

We value equality and welcome applications from anyone who meets our person specification.