

# TODMORDEN TOWN COUNCIL

Town Clerk's Office,  
Todmorden Community College,  
Burnley Road, Todmorden OL14 7BX  
townclerk@todmorden-tc.gov.uk  
www.todmorden-tc.gov.uk



Dear Applicant

Date as download.

## **Deputy Clerk (Town Clerk/Responsible Financial Officer Designate)**

Thank you for taking the time to consider applying for this exciting and challenging role.

The Council consists of 18 Councillors', all volunteers, who care passionately about Todmorden and who, with the help of the existing Town Clerk and Responsible Financial Officer, and a small team, have delivered change and growth over the last two years as the Town Council seeks to represent the interests of its community and precept payers across a range of issues affecting them.

Our existing experienced Town Clerk and Responsible Financial Officer (TC/RFO), Colin Hill, is retiring in May 2022 but has agreed to stay in post and help until we can recruit the right person to help take the Town Council forward in this critical role. In seeking to replace him, we are looking initially for a Deputy Town Clerk to effectively act as TC/RFO Designate and under his guidance and support, undertake the duties of the TC/RFO

This opportunity to progress into the TC/RFO role requires someone who is already experienced in Town Council business and has already started down the career path to become a Town Clerk by having already passed three modules of CiLCA.

This is great opportunity to develop into the role over a four-month probationary period, during which regular progress reviews will be undertaken.

For exceptional candidates who can demonstrate they have the ability, aptitude, and commitment necessary to take on the TC/RFO role, the probationary period may be shortened with the agreement of Members.

Applicants however must be mindful that this a fixed term role and should they not obtain the CiLCA qualification within this period, and pass the probation period, the Deputy Town Clerk position will end.

We welcome your interest and do hope to receive your application in due course.

Please do read all this information pack. If there are any areas of the Job Role that you are unsure of, you are more than welcome to contact Colin for an informal discussion otherwise we look forward to receiving your application.

**Yours faithfully**

*Mary Carrigan*

**Councillor Mary Carrigan  
(Chair of Staffing Committee)**

## Submitting your application

We expect a high level of interest in this role and therefore it is important that you take the time to sell yourself to us and your experience and capability to carry out this role.

All essential criteria must be met fully. If essential criteria is not met you will not be considered for shortlisting.

Only applications submitted on our application form will be accepted – no CV's are to be sent.

For proof of three modules of the CilCA qualification having been passed please provide a “snip” from your “EMMA” screen.

For all other qualifications please submit copies of your highest level qualifications and or specialist vocational qualifications.

## Written assessment

To accompany your application, you must submit a word document in “Report Format” with maximum of 1000 words covering the following topic.

The Town Council has declared a Climate Emergency and is now recruiting a Climate Officer in to post to help deliver the Climate Emergency Action Plan.

### Please provide a report detailing how you would:

- take this role forward,
- help set the workplan
- help identify the resources required
- help your new officer deliver the required outcomes
- support them in the community

We want to select the right candidates for interview and the way in which you submit your application is, a test of your seriousness and interest in this role.

## Recruitment timescales

Closing Date for applications	20 <sup>th</sup> August 2021
Successful Candidates advised of being shortlisted	26 <sup>th</sup> August 2021
Interview date	6 <sup>th</sup> September 2021
Offer to successful applicant made	8 <sup>th</sup> September 2021
References sought (if not pre interview)	9 <sup>th</sup> September 2021
Occupational Health Screening	To be agreed
Offer letter and contract of employment	20 <sup>th</sup> September 2021
Employment commencement date	To be agreed

**Candidates applying must ensure they are available for interview on the 6<sup>th</sup> September 2021**

**Application documents - download from <https://todmorden-tc.gov.uk/vacancies>**

This consists of:-

- a) This letter and information pack (pdf)
- b) Job Advert (pdf)
- c) Application form (in word) for you to complete
- d) Job Description and Criteria (pdf)
- e) Climate officer Job Description (pdf)
- f) Climate Emergency Action Plan (pdf)
- g) Staffing structure (pdf)

You must complete the application form and return this by the closing date of 20th August 2021 by email to [townclerk@todmorden-tc.gov.uk](mailto:townclerk@todmorden-tc.gov.uk)

You may also, if you wish, send a paper version to  
Colin Hill  
Town Clerk and Responsible Financial Officer  
Todmorden Town Council  
Todmorden Community College  
Burnley Road  
Todmorden  
OL14 7BX

Please note that all applications will have all personal data removed before being presented to the shortlisting panel.

### **Accompanying Information to assist your understanding**

You may find it helpful to refer to Todmorden Town Council Website for details of what we have been doing and focusing on over the last two years.

### **Additional information**

If selected for interview, you will be asked to bring original identification documents with you. These will be checked before proceeding and copied at the time.

### **Advising Applicants of initial application stage**

Both successful and unsuccessful applicants will be advised by email whether shortlisted or not.

Candidates who have been shortlisted for interview, will then receive an interview pack providing details of the date and time of interview and what identification documents to bring.

## **Interview Stage**

If shortlisted for interview, Candidates will be required to attend a formal interview at Todmorden Community College at a specified date and time.

The interview process will consist of five elements:-

- A Powerpoint presentation on a subject of your choice relevant to the activities of the Town Council. – maximum 10 minutes.
- Interview with the Panel consisting of a set number of questions which will be the same for all candidates.
- A timed 30 minute work priority test.
- An exercise to provide a summary Section2 Accounting return based on an extract of year end balances.
- An opportunity to meet existing staff for 15 minutes over some refreshments – (may be pre or post panel interview).

## **Selection of Candidate**

Once the interview process has been completed the panel will arrive at a consensus marking and then decide whether there is a suitable candidate to offer the position to.

It is anticipated that this decision will be made within 48 hours of interviews being held and all interviewees, whether successful or not, advised of the outcome.

## **TODMORDEN TOWN COUNCIL**

### **BACKGROUND INFORMATION SHEET**

#### **Background**

Todmorden Town Council has the powers and responsibilities of a Parish Council for the town of Todmorden in the Metropolitan Borough of Calderdale, West Yorkshire. It currently operates under the General Power of Competence.

Todmorden is a historic, vibrant market town of around 15,000 people in the Upper Calder Valley in Calderdale, West Yorkshire, England. It nestles in the confluence of three steep sided Pennine valleys and is surrounded by beautiful countryside.

Although Todmorden is green and lush it is well-connected and is within easy reach of the major conurbations of Manchester and Leeds.

Todmorden is more than the sum of its individual parts. It is well known for its generous community spirit and tangible kindness. Walking or driving through the town you cannot miss the apparent kindness, not only in its people but you will also notice the many signs throughout the town overtly stating this locally cherished value.

Todmorden is proud of its award-winning indoor market and independent shops, the way it embraces diversity, individuality, creativity and the arts and its quiriness and genuine friendliness.

### **Current Position**

Following the decision by the current Town Clerk/RFO to retire, Members have reviewed existing resources against the potential of future service needs and have taken the opportunity to increase the resilience of the organisation by increasing future TC/RFO Designate hours to full time 37 and creating a new 20 hour per week Climate Officer Role.

This Deputy Clerk role is expected to carry out the role of the Town Clerk /RFO in tandem initially for a month full handover period with the existing Town Clerk/RFO, and then the existing Town Clerk/RFO will reduce his hours to 14 per week, overseeing the Deputy Clerks progress towards successfully completing the probationary period, attaining full CiLCA qualification and then transitioning into the Town Clerk/RFO Role.

The intention is subject to agreement with Members, for the existing Town Clerk/RFO whilst mentoring the Deputy Clerk to transition, to hand over/ work on outstanding projects and policy work to position the Town Council to achieve “good council” status. This will be important as a strong platform on which to build for the Election in 2023, where it is anticipated there will be a need to assist several new Councillors to settle into their roles.

At that time there will be an opportunity to revisit staffing need in line with requirements of Members and whether the Climate Officer Role is then needed or possibly expanded to help develop community involvement.