

13<sup>th</sup> April 2026

**Vacancy for Assistant Town Clerk (Democratic) and Mayor's Secretary**

Thank you for your interest in the above vacancy at Stone Town Council.

I have attached copies of the job description and person specification for the post. Please ring me if you would like to have an informal discussion about any aspect of the role.

We are looking to appoint an Assistant Town Clerk to be responsible for organising, attending, and minuting meetings of the Council and its various committees and sub-committees and to act as secretary to the Town Mayor. The Council has eighteen elected Councillors and holds meetings on Tuesday evenings, usually once or twice each month. The Town Mayor has an active programme, largely within the town, and you will be expected to organise and attend both civic events, such as Civic Sunday, the Civic Dinner and Remembrance Sunday, and fundraising events to support the Mayor's charities.

Our ideal candidate would have previous experience with at least some of these responsibilities, with additional training provided as necessary. You will also need to be proficient in the use of IT, particularly Microsoft Word, Excel and Outlook, and will be expected to have or be willing to work towards completion of the Certificate in Local Council Administration (CiLCA).

The role is based in Stone, and is part of a small, friendly and supportive team. It is a varied and interesting role which will involve significant interaction with members of the public and Councillors. To succeed you will need to be a confident and credible communicator, with a working knowledge and understanding of local government. Working to deadlines, good planning and effective project management skills will also be essential to ensure that meetings are well organised and events are delivered successfully.

The post is full-time (37 hours per week) and permanent. It will be largely office based, but a flexible overall approach will be needed, particularly in order to attend meetings and events which often take place in the evening or at weekends. Time-in-lieu will be given for work outside normal hours, and it is essential that the person appointed will be able to accommodate this flexibility.

Applications should be made online via the form which can be accessed on the Council's website at [www.stonetowncouncil.gov.uk](http://www.stonetowncouncil.gov.uk). This online form must be completed in one

sitting, as there is no option to save a partially completed form. I have therefore included a pdf copy of the form in this pack for reference, so that you are aware in advance of the questions that you will be asked and can prepare accordingly. Please ensure that you do not submit the attached pdf form to the Council, or any other forms of application such as a CV, as only applications submitted online via the Council's website will be considered. If you are unable to complete the online form, please contact me to discuss the best way for you to apply.

The closing date for applications is midnight on 4th May 2026, with interviews expected to be held during the week commencing 18th May 2026.

I look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'L. Trigg', with a large loop at the top and a horizontal line across the middle.

Les Trigg  
Town Clerk

### **Salary**

SCP 18-20 – £31,537-£32,597 per annum

(Salary figures do not include the April 2026 pay award, which is yet to be agreed.)

### **Job Purpose**

Responsible to the Town Clerk for the administration of Council, Committee and Sub-Committee meetings, the organisation of Civic Events, and acting as Secretary to the Town Mayor as well as generally supporting Town Councillors in undertaking their civic responsibilities. The Assistant Town Clerk is also expected to assist with any aspect of the Town Council's work required to ensure the smooth operation of the Council.

### **Supervisory Responsibilities**

Whilst there are no staff reporting directly to the Assistant Town Clerk, the postholder will be expected to supervise specific tasks allocated to colleagues from time to time, and to take full supervisory responsibility in the absence of both the Town Clerk and the Deputy Town Clerk.

### **Flexible Working**

The post is office based, as part of a small office which is open to the public. Whilst all staff are able to work flexibly on an ad hoc basis for specific purposes, the need to be available to the public and elected Councillors, and to visit sites in Stone at short notice, limits the opportunities for flexible working in this role. A normal, 37 hour working week would be office based, from 9:00am to 5:00pm (4:30pm on Fridays). Some evening and weekend working will also be required to support Council meetings and events, for which time in lieu is given.

### **Duties and Responsibilities**

1. To organise the annual timetable of Council, Committee and Sub-Committee Meetings and to arrange ad hoc or additional meetings as required.
2. To prepare agendas, reports and minutes for Council, Committee and Sub-Committee Meetings, and to ensure they are distributed and publicised in accordance with the statutory timescales and the Council's Standing Orders.

3. To ensure that all agendas, reports, minutes, and other statutory information appear on the Council website in accordance with legislation, required timetables and the Council's Standing Orders.
4. To attend meetings as required in order to record minutes, provide advice to Members, and ensure that minutes are correctly signed as required by law.
5. To monitor the progress of the recommendations/decisions of the Council and ensure that agreed actions are undertaken and appropriate items are placed on the relevant agenda.
6. To receive and record planning applications for consultation, place them on the agenda, liaise with the Chairman and Vice Chairman of the Planning Consultative Committee as necessary, and ensure Council views are communicated to Stafford Borough Council.
7. To organise the Annual Meeting of the Council, the Annual Town Meeting, Civic Sunday, the Annual Civic Dinner and the Trafalgar Dinner..
8. To liaise with the Royal British Legion in the organisation of Remembrance Sunday and the Two Minute Silence on 11 November.
9. To act as the Town Mayor's Secretary including:
  - a. Monitoring the Mayor's and Deputy Mayor's diaries.
  - b. Liaising with the organisers of events attended by the Mayor and Deputy Mayor.
  - c. Assisting with the organisation of and attending charity events.
  - d. Liaising with the Deputy Town Clerk in respect of the Town Mayor's Charities.
  - e. Liaising with the Town Mayor's Chaplain.
10. To arrange Road Closures as appropriate for events in the Town.
11. To manage the Council's general email account and deal with day to day correspondence in consultation with the Town Clerk as appropriate.
12. To undertake such other duties and responsibilities as may reasonably be requested by the Town Council including deputising for the Town Clerk or covering the work of other members of staff when necessary.

Please note that the Council keeps the content of all posts under regular review and may change the above responsibilities from time to time.

Competency	Essential	Desirable
<p><b>Education, professional qualifications and training</b></p>	<p>High level of literacy</p> <p>5 GCSEs including English (or equivalent)</p> <p>CiLCA qualified, or prepared to become CiLCA qualified within 2 years of starting in post</p>	<p>GCSE Mathematics</p> <p>Relevant Level 3 qualification</p> <p>CiLCA qualified</p>
<p><b>Abilities: Practical and Intellectual skills</b></p>	<p>A working knowledge and understanding of local government structure and practices</p> <p>Competent in meetings administration</p> <p>Able to deal confidently and professionally with Councillors, other staff, and the public, including addressing Council meetings.</p> <p>Able to work effectively alone and as part of a team.</p> <p>Computer literate, with strong skills in Microsoft Office packages</p> <p>Able to communicate confidently and effectively both orally and in writing</p> <p>Excellent organisational skills</p>	<p>Experience working in the public sector, particularly local government</p> <p>Experience working in a town or parish council.</p> <p>Experience of dealing with the public</p> <p>Experience of dealing with the press</p> <p>Experience of dealing with elected Councillors</p> <p>Experience of speaking at meetings</p> <p>Secretarial Experience</p> <p>Experience of managing small projects</p>
<p><b>Circumstances</b></p>	<p>Willingness and availability to work flexibly, including attending meetings and events in the evening or at weekends, or to deal with work peaks.</p>	<p>Current driving licence</p> <p>An interest in the town of Stone</p>

## Assistant Town Clerk (Democratic) and Mayor's Secretary



Job Application

This data is being collected for job applicant selection purposes, and by submitting this form you consent to the storage of this data by the Council in accordance with its privacy statement, which can be viewed at [www.stonetowncouncil.gov.uk](http://www.stonetowncouncil.gov.uk)

<sup>\*</sup> Required

### Contact Details

1. Full Name <sup>\*</sup>

2. Address <sup>\*</sup>

3. Telephone Number <sup>\*</sup>

4. Email Address <sup>\*</sup>

## Career Background

5. Previous Employment – Please give details of all previous employment, indicating each employer and details of posts held with dates and reasons for leaving. Start with your current or most recent employment and work back through all previous jobs, explaining any breaks in employment. \*

## Educational Requirements

6. Please confirm that you meet the essential educational requirements for the post. These are:

- High Level of Literacy
- 5 GCSEs (or equivalent) including English
- CiLCA qualified, or prepared to become CiLCA qualified within 2 years of starting in post \*

Yes

No

7. Education and training (essential requirements) – Please provide full details of how you meet the essential educational requirements referred to in the previous question. Please show clearly the courses studied, qualifications obtained and where you undertook the study. \*

8. Education and training (desirable and other) – Please show any other courses studied, any qualifications received and where you undertook the study, noting particularly those listed as desirable in the person specification. \*

## Skills and Experience Related to Post

9. Do you have a working knowledge and understanding of local government structure and practices? \*

Yes

No

10. Please explain how you obtained this knowledge and understanding \*

11. Are you competent in meetings administration? \*

Yes

No

12. Please explain how you obtained this competency. \*

13. Would you be able to deal confidently and professionally with Councillors, other staff, and the public, including addressing Council meetings? \*

Yes

No

14. Please set out your experience to support your answer to the question above \*

15. Are you able to work effectively alone and as part of a team? \*

Yes

No

16. Please set out your evidence to support your answer to the question above \*

17. Are you computer literate, with strong skills in Microsoft Office Packages? \*

Yes

No

18. Please set out your evidence to support your answer to the question above \*

19. Are you able to communicate confidently and effectively both orally and in writing? \*

Yes

No

20. Please set out your evidence to support your answer to the question above \*

21. Do you consider yourself to have have excellent organisational skills? \*

Yes

No

22. Please set out your evidence to support your answer to the question above \*

23. Skills and experience (desirable and other) - Please indicate the additional skills and experience you would bring to this role, beyond the essential areas set out in the previous questions. Please set out clearly your experience and why you believe that you possess these skills, with examples where appropriate, noting particularly whether you have any of the skills and experience listed as desirable in the person specification. For reference, the desirable skills and experience that you should particularly focus on are previous work in the public sector/local government, experience of dealing with the public, the press, and elected Councillors, public speaking experience, secretarial experience, and experience of managing small projects. \*

## Circumstances

24. This post is office based, as part of a small office which is open to the public. Whilst all staff are able to work flexibly on an ad-hoc basis for specific purposes, the need to be available to the public and elected Councillors, and to visit sites in Stone at short notice, significantly limits the opportunities for flexible/hybrid working on a regular basis. A normal, 37 hour working week would therefore generally require attendance at the Council's offices from 9:00am to 5:00pm weekdays (4:30pm on Fridays). Some evening and weekend working will also be required to support Council meetings and events for which time in lieu would be given. Please indicate that you would be both willing and able to undertake the role on this basis, and any limitations that you may have in this respect. \*

25. Do you have a particular interest in the town of Stone, and if so what is that interest? \*

26. Other evidence to support your application – Please provide any further details to support your application, including your reasons for applying. \*

## Other Information

27. Do you hold a current UK driving licence \*

Yes

No

28. Do you consider yourself to be disabled and, if so, would you require any specific arrangements when attending an interview? Please give details. (NOTE: This information will not be provided to Councillors undertaking shortlisting for this role) \*

29. Are you authorised to work in the UK? \*

Yes

No

30. Is there any other information that you would like to pass on to the selection panel (e.g., dates when you may be unavailable for interview)?

31. Please list two people that we can approach for references who are not related to you, one of which should be your current or most recent employer. Their name, address, phone number, email, and details of their relationship to you should be provided. Please note that the Council will not contact referees unless you are offered the post. \*

32. Where did you see this post advertised? Please be as specific as possible as this helps the Council with targeting future recruitment advertising. \*

## Submission

By submitting this form, you are confirming that:

- You wish to apply for the named post with Stone Town Council.
- You have compiled and completed this application personally.
- To the best of your knowledge, the information on this form is complete and correct.
- You consent to your named referees being contacted if you are offered the post.
- You understand that this data is being collected for job applicant selection purposes, and consent to the storage of this data by the Council in accordance with its privacy statement, which can be viewed at [www.stonetowncouncil.gov.uk](http://www.stonetowncouncil.gov.uk).
- You understand that any attempt to knowingly mislead the Council within the application process may result in disqualification of your application or, if appointed, dismissal on the grounds of gross misconduct.

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