



**WINSFORD TOWN COUNCIL**  
**DEPUTY TOWN CLERK**  
**FULL TIME (37 HOURS PER WEEK)**  
**(£30,984 - £34,373 per annum)**

The Deputy Town Clerk post is newly created role and provides an exciting opportunity for an experienced professional with a passion for improving services at a local level. This role has been created to enable Winsford Town Council to deliver its objectives by assisting in the delivery of the "business as usual" busy workload and to support the Town Council's emerging strategic plan. The successful candidate will play a key role in leading the Town Council's Open Spaces agenda as well as ensuring the smooth running of the Council's day to day activity. It is a varied hands-on role with the successful candidate involved in all aspects of clerical and council work. The successful candidate should have excellent analytical and critical thinking abilities, the ability to multitask, prioritise, and manage time efficiently and be comfortable in both a leadership and team-player role.

To discuss this opportunity in more detail please contact Mark Bailey – Winsford Town Clerk via [mbailey@winsford.gov.uk](mailto:mbailey@winsford.gov.uk)

- Closing date for applications: 4/9/2022
- Assessments will take place week commencing 19/9/2022