

FINAL

CONGLETON TOWN COUNCIL

APPOINTMENT CHIEF OFFICER / TOWN CLERK

Salary within the grades of SCP 55 -59 - £74,454 -£82,815

FULL TIME 37 HRS PER WEEK

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies and leading in the development of the Corporate Strategic Plans to deliver a vision for the future

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), highly motivated, enthusiastic and community focused. You will bring sound leadership, staff management, team building and collaboration as well as administrative, communication, IT, financial and organisational skills whilst being flexible in approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this post which may involve working evenings and weekends.

**Please call David McGifford on 01260 270350 or email
David.mcgifford@congleton-tc.gov.uk
for a recruitment pack and an application form.**

Closing date for applications: 9.00am on the 27th April 2026

Congleton Town Council aims to be as inclusive as possible and encourages nominations of people of all races, religions, genders, sexual orientations and gender identities, as well as individuals with a disability or neurodivergence