



VACANCY

Town Clerk

- 37 Hours per week (Permanent)
- £58,523 - £61,852 SCP 46 - 49 (Dependent on qualifications and experience)
- Green Book conditions
- Local Government Pension Scheme

CLOSING DATE 30 SEPTEMBER 2025 (12 noon)



BLETCHLEY AND FENNY STRATFORD TOWN COUNCIL



01908 649469



www.bletchleyfennystratford-tc.gov.uk

Join Our Team – Town Clerk

Bletchley and Fenny Stratford Town Council is seeking a forward-thinking, dedicated, and community-minded Town Clerk to lead our organisation into its next chapter.

About the role

This is a pivotal leadership role where you'll

- oversee the council's statutory responsibilities
- lead and support a committed team of 14 staff
- champion the interests of our community by fostering strong local partnerships.

About you

We're looking for someone who

- communicates with confidence and clarity
- brings proven experience in governance, strategic planning, and team leadership
- tackles challenges with a proactive and solutions-focused mindset
- holds (or is willing to work towards) the Certificate in Local Council Administration (CiLCA) or an equivalent qualification

How to apply

Please read the recruitment documents included in this pack, complete the application form, and send it to Delia Shephard at clerk@bletchleyfennystratford-tc.gov.uk.

Please contact Delia Shephard on 01908 649469 if you would like an informal chat about the role. Interviews will begin as soon as we receive suitable applications with a closing date set for 30 September 2025.



About Bletchley and Fenny Stratford Town Council

The Town Council was established in 2001 and is located to the south of the Milton Keynes City Council unitary authority area, adjacent to the administrative boundaries of Buckinghamshire Council and Central Bedfordshire Council. According to the 2021 Census, the population of the council area was 21,471. The Council comprises 21 elected members. For the financial year 2025/26, the Council set a precept of £1,326,613, equivalent to an average Band D charge of £207.22.

The council area incorporates the town centres of Bletchley and Fenny Stratford, a range of industrial and employment zones, and significant retail and leisure developments, including Stadium MK. It also contains sections of the Grand Union Canal, part of the Blue Lagoon Local Nature Reserve, the scheduled monument of the Roman town of Magiovinium and associated fort, a number of priority habitats, and a limited selection of listed buildings.

The local population is diverse, encompassing both areas of relative affluence and communities experiencing significant social and economic deprivation. Levels of crime and antisocial behaviour are typically higher than those recorded in neighbouring areas. Housing provision within the area is varied, comprising Victorian terraces, post-war London overspill estates, ongoing regeneration schemes such as the Lakes Estate, and more recent residential developments, including Newton Leys, Eaton Leys, and new town centre housing.

Future development is anticipated to be shaped by major infrastructure and investment initiatives. The forthcoming East West Rail link is expected to generate additional growth, while the proposed Great Universal UK theme park and recent public investment through the Bletchley and Fenny Stratford Town Deal are projected to provide further economic stimulus.

The Town Council provides a range of facilities and services for the community, including the management of community buildings, public conveniences, allotments, a community orchard, markets and market stalls, Christmas lights, and youth and play activities. It also delivers community events, administers community grants and partnership funding, offers information and advice services, supports health and well-being initiatives, and undertakes local landscaping and maintenance.

The Council is committed to enhancing the quality of life for all residents and those who work within the area. It places particular emphasis on recognising, valuing, and supporting the diversity of its communities and acting as an advocate for all.



Town Clerk Person Specification

Education and Training

Essential

- Educated to at least A level or equivalent including professional qualifications where appropriate

Desirable

- Educated to degree level or equivalent
- Qualified clerk status or ability to achieve this within 12 months

Skills and knowledge

Essential

- Excellent written and oral communication skills
- Theoretical and practical knowledge of the statutory duties of a local council
- Strong analytical skills
- General administration skills
- Project management skills
- Effective prioritisation and delegation skills
- Able to manage and implement change diplomatically
- Managing meetings within set regulations and to a predetermined agenda
- Ability to communicate complex and potentially contentious issues to a range of audiences including non specialists
- Ability to anticipate future needs
- IT skills including use of Microsoft Office
- Ability to build effective working relationships with members of the council, employees and a range of stakeholders

Desirable

- Able to identify and implement best practice in new and existing projects
- Knowledge of current employment and health and safety legislation
- Practical experience and understanding of local government financial procedures
- Knowledge of civic protocols
- Professional qualification in HR, project management or other relevant discipline
- Understanding of licensing legislation

Town Clerk Person Specification Continued

Experience

Essential

- Procurement of resources and services within predetermined budgets
- Effective budget management
- Development and implementation of solutions to administrative, technical and practical problems using IT and/or other tools
- Managing and deploying non-financial resources (eg people, services, property) across a range of projects
- Independent decision making, applying judgement to seek advice or refer decision making when appropriate
- Delivery of agreed objectives

Desirable

- Previous experience in relevant local government area
- Experience in a leadership role in complex organisation

Personal Qualities

Essential

- Energy, enthusiasm and commitment
- Focussed on solutions
- Ability to inspire confidence in key stakeholders
- Ability to motivate and inspire staff to drive up standards
- Strong networking and communication skills
- Confident in speaking and presenting in public
- Commitment to continued professional development
- Willingness to work evenings and weekends as required

Desirable

- Driving licence

Town Clerk Job Description

Purpose of role

- To provide leadership, vision and strategic direction to the council advising on and assisting in the formation of initiatives, overall policies, strategic priorities and delivery plans.
- To ensure that the council's overall vision and strategic priorities and its individual decisions are communicated, understood and implemented.
- To manage the council's staff and lead the paid service to bring about continuous and sustained improvement in delivery of services to the community and effective use of council resources

Statutory responsibilities

To be the 'proper officer' of the council and as such be under a statutory duty to carry out all the functions and, in particular, to serve or issue all the notifications required by the law of a local authority's proper officer so that the authority can discharge all its functions appropriately

Principal responsibilities

- 1 To be a passionate, loyal and innovative leader who advises and obtains advice for members and works with them to define clear strategies, policies and principles.
- 2 To advise the council on, and assist in the formation of, overall policies to be followed in respect of the council's activities and in particular to produce all the information required for the making of effective decisions
- 3 To provide clear direction to staff so that they understand how they contribute to the corporate aims of the organisation and to be responsible for their recruitment, development, conduct, performance and safety.
- 4 To lead the officer management team and to liaise with the chair and vice-chair on a regular basis.
- 5 To ensure the town council's policies provide for equality of access and opportunity amongst employees and service users as well as recognising and addressing the diversity of the town's communities.

6 To ensure that customer care is built into every aspect of the council's services and that the council is transparent in conduct of its business.

7 To ensure that statutory and other best practice provisions governing or affecting the running of the council are observed.

8 To ensure that necessary research and analysis is undertaken so that strategic planning is undertaken from an informed position.

9 To be a proactive ambassador for the council and its policies and to represent them as appropriate.

10 To regularly review the council's financial and business risks and to advise the council in managing them.

11 To oversee and monitor the financial management of the council with the RFO and to ensure Members receive regular reports.

12 To develop and maintain a performance management framework which keeps officers and members informed of progress against business plan objectives and other key indicators.

13 To be responsible for management of the growing range of services provided by the council in an efficient and effective manner.

14 To be responsible for the management of all employees in accordance with the council's policies and performance management arrangements; to lead a culture of excellence and continuous improvement in the delivery of services and the discharge of the council's functions

15 To implement all decisions of council in a constructive manner

16 To be accountable to the council for the effective management of its resources and to report to them on this and all other matters as and when required.

Specific Responsibilities

i Meetings

To arrange for an appropriate officer of council to attend all meetings of council, committees, sub-committees and the annual meeting of electors and, if specifically required, of working groups

To issue notices and agendas, to prepare reports and present information on subjects to be considered

To brief chairs of council and of committees

To present details of accounts paid for ratification

To ensure that all meeting minutes are correctly recorded, distributed and published

To implement all decisions

ii Employees

To be responsible for the management of employees in accordance with relevant legislation, the council's policies and performance management arrangements ensuring that proper standards of health and safety at work are adhered to

To advise the council on all matters relating to terms and conditions of employment and to administer recruitment procedures

To devise and implement standard operating procedures for all staff

To ensure that employee handbook and health and safety handbooks are produced, updated, and made available to all employees

iii Land and Property

To ensure the proper management of land and property by regular inspection and reports to members with recommendations as to action and carrying out of approved works

To ensure all deeds, documents and registers are reviewed as required and are in safe keeping

To be responsible for the management of all allotment sites including provision of tenancies

To manage the use of premises owned or leased by the council including offices, community buildings, other buildings and sports grounds or public open space

To act as designated premises supervisor (DPS) should the council own or licensed premises

iv Contractors

To be responsible for the preparation of specifications and drawing as appropriate and the seeking of tenders or quotations in accordance with financial regulations

To be responsible for preparation and issuing of orders for repairs and supplies, goods and services as authorised

To be responsible for the council's contractor management system and for the monitoring of all contracts

v Council Support Services

To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed

To advise and brief members on all aspects of local council legislation, administration and good practice including the code of conduct and register of interests

To be responsible for management of the town council's information technology and record keeping and to ensure compliance with relevant legislation and transparency codes (eg UK GDPR, DPA 2018, DUAA 2025, FOIA 2000 etc)

To manage the council's correspondence and to give factual information on the council's work

To prepare and issue news releases, in consultation with the chair, and to deal with media requests

To liaise with and develop relationships with external bodies including other local authorities, partner organisations, residents, third sector in order to further the discharge of the council's activities

vi Finance

To work with the RFO to effectively manage and monitor the council's finances and to advise the council on its financial strategy and policies and to ensure a cost conscious, efficient and effective use of all council resources

To ensure compliance with the council's financial regulations and with relevant accounts and audit regulations for the sector

To prepare estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget and the basis for the precept, and to consider the council's agreed priorities for action

To prepare the annual report and accounts in accordance with the relevant regulations for submission to the council and external audit

To ensure that the council's obligations in respect of insurance are properly met

To ensure that the council's obligations for health and safety and risk assessment are properly met

vii Legal Matters

To obtain information, advice and documents from solicitors and counsel as may be required

To negotiate with other parties as directed by council where legal representation is not required

viii Public Relations

To receive and respond to questions and comments from the public and to give factual information on the council's work

To liaise and develop relationships with external bodies including other local authorities, residents, businesses and local organisations

To attend public meetings on behalf of the council as required and to act as the council's representative or spokesperson to explain council policies and functions

To operate the council's agreed complaints procedure

To be responsible for the organisation of civic functions and events



ix General

To undertake all lawful duties as authorised by the council

To attend training courses or seminars on the work and role of the clerk and to continue to acquire the necessary professional knowledge for the efficient management of the affairs of the council

To attend the conference of the National Association of Local Councils, Society of Local Council Clerks and other relevant bodies as a representative of the council as required

To undertake additional duties as required commensurate with the level of the role

Bletchley and Fenny Stratford Town Council Competency Framework Requirements

Core Competencies	Required stages
Communicating	Skilled to Expert
Working Together	Skilled to Expert
Using Resources	Skilled to Expert
Customer Support	Skilled to Expert
Problem Solving	Skilled to Expert
Change	Skilled to Expert
Development	Skilled to Expert
Management	Skilled to Expert





Bletchley and Fenny Stratford Town Council

**Sycamore House
Drayton Road, Bletchley
MK2 3RR**

Telephone: 01908 649 469

Email: info@bletchleyfennystratford-tc.gov.uk

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