



Wokingham Town Council

Chief Executive & Town Clerk

Wokingham Town Council is looking for a new Chief Executive & Town Clerk to lead & manage the Council's democratic and business delivery. The successful candidate will work alongside 25 elected members and lead its 18 strong staff team.

This post would interest an experienced local government professional or an experienced leader who is seeking a career change from a commercial environment.

You will be joining a successful and active town council which delivers effective services to our growing town. With the wide-scale redevelopment of the town centre reaching completion and the new residential estates settling into the long-standing community this is an interesting time to join the council. It offers the opportunity to further develop the work of the council and respond to residents' aspirations. You will need to demonstrate a commitment to partnership working as we work with many local organisations and individuals to offer both services and a wide programme of events to keep our town vibrant and popular. Our heritage is important and the town council offers a strong Civic lead through the Mayoral office.

You will be based in our beautiful Grade II* listed Victorian Town Hall, right in the centre of the town, surrounded by our regular market which is managed by the town council. The Town Hall provides community facilities for our residents, which includes acting as a popular wedding venue.

With the current Chief Executive and Town Clerk retiring in December you should be available to start in November 2022.

Salary: Local Council Scales LC4 Spinal Point 50-52 £56,658 - £60,007 (depending on experience)

Benefits include access to the Local Government Pension Scheme and Performance Related Pay.

Closing date: Tuesday 24th May 2022 at 12 noon. Application is online, to note CV's will not be accepted. Further information and an application pack is available from our website:

www.wokingham-tc.gov.uk/tcrecruitment

Interviews: Tuesday 14th June 2022.

If you would like an informal conversation about this role, please contact Jan Nowecki, the current Town Clerk, 07557 950741

Wokingham Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

Wokingham Town Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, other workers and volunteers to share this commitment.