



CHIEF EXECUTIVE OFFICER (TOWN CLERK) STAMFORD TOWN COUNCIL

About the opportunity:

Stamford Town Council is looking for a dynamic, experienced Chief Executive Officer capable of taking the Council forward as it strives to serve a flourishing population of 21,000 with an annual budget approaching £1million.

The historic market town of Stamford is well-known for its magnificent stone architecture and for being the first conservation town in England. Situated on the River Welland, Stamford hosts a diverse range of events throughout the year, in addition to other visitor attractions including Burghley House. In the recent past, Stamford has been voted by The Sunday Times as the best place to live in the UK.

This is a unique opportunity for the right individual to manage the day-to-day operations of the Council, ensuring full compliance with its legal obligations and responsibilities, whilst providing support and guidance to elected Town Councillors.

As the Chief Executive Officer, you will be tasked with the effective administration of finances, resources, and facilities, as well as the management of a growing staff of nine. In addition, you will coordinate the delivery of several exciting projects including the start-up of Stamford's Museum and a range of unusual renovation and restoration projects.

As the Responsible Financial Officer, you will ensure that the Council's finances are competently managed and advise the Council on financial matters.

You will also play a key role in engaging with the community, attending public events, addressing residents' concerns, and ensuring that the Council plays an informed and productive role in local issues.

MORE>



Who we are looking for:

The successful candidate will have a passion for local government, a firm commitment to public service, and the ability to work effectively with a diverse range of stakeholders. You will require strong leadership, excellent communication skills, and a good understanding of, or willingness to learn, local government processes. In addition, you will be able to demonstrate the following:

- Experience in budgeting, financial management, and reporting.
- Proven track record in effectively managing projects through to completion, on time and within budget.
- CiLCA (Certificate in Local Council Administration) qualified or committed to obtain the accreditation.
- Strong written and verbal communication skills.
- Comfortable with committing to working outside of usual office hours, including occasional evenings and weekends.

What we are offering:

- A salary of up to £50,000 per annum.
- A highly attractive defined benefit, local government pension scheme.
- 23 days annual leave plus bank holidays, rising to 25 days on completion of 5 years' service plus bank holidays.
- Time off in lieu where contracted hours are worked outside of the normal working day.
- 37 hour working week.
- Flexible working policy.
- Enhanced sick-pay scheme.

Further information:

[Download Staffing Structure here](#)

[Download Job Description](#)

[Download Person Specification](#)

INTERESTED?

THEN APPLY NOW FOR IMMEDIATE CONSIDERATION.

Send your CV and a covering letter stating how you meet the job requirements to:

Patricia Stuart-Mogg
Stamford Town Council
Town Hall
St Mary's Hill
Stamford
Lincolnshire
PE9 2DR

Or by email to townclerk@stamfordtowncouncil.gov.uk

Applications must be marked confidential and arrive no later than midday on Friday 16th February 2024. Interviews will be held week commencing 26th February.

Any further enquiries, please call Town Clerk, Patricia Stuart-Mogg on 07483 941223

We are committed to building a diverse organisation that represents the communities we serve and promotes an inclusive culture in all aspects of our work. We welcome applications from all who have the skills and experience to support the work of Stamford Town Council.

