



Appointment of Deputy Town Clerk

SCP 25 to 29 (£36,267.40 to £39,749.84 pro rata)

Church Stretton Town Council is looking to appoint a Deputy Town Clerk. This is an exciting opportunity for someone with energy and commitment to join a local government organisation in a senior position, working with our experienced team who possess high levels of expertise in their individual roles.

Church Stretton is a historic market town situated in the heart of the Shropshire Hills National Landscape. It is a major tourist centre, and leisure is a key part of the local economy alongside farming and technology. The Town Council is responsible for over 200 acres of outdoor spaces including two Local Nature Reserves which extend into the town as well as heritage assets and buildings. The population of the town and the surrounding six villages and hamlets is 4,600 and the annual budget is £0.6m.

The role of the Deputy Town Clerk will support the Town Clerk to ensure that the Council carries out all of its statutory responsibilities, and conducts its business properly, providing independent, objective and professional advice to facilitate effective decision and policy making. The Deputy Town Clerk will provide a leading role with financial administration of the Town Council and assist the Town Clerk in the proper management of health and safety, projects and other key services.

We are looking for a dynamic and enthusiastic individual who would be proud to serve the community of Church Stretton and who will help drive the ongoing development of the exciting plans for the town.

For further details about the role that Church Stretton Town Council fulfils and for more background on Church Stretton itself, please refer to the following links:

<https://www.churchstretton-tc.gov.uk>
<https://www.csneighbourhoodplan.com>

CLOSING DATE: Monday 6th October 2025 at 12pm

Applications shall be made to the Town Clerk: Mr C Furnival
townclerk@churchstretton-tc.gov.uk