



Shifnal Town Council

**Deputy Town Clerk
(Part Time – 25 hours)
Salary NJC Pay Point 21 – 23 (£33,143 - £34,434) pro-rata**

Shifnal Town Council is seeking to appoint an experienced and innovative Deputy Town Clerk, to support the Town Clerk and team in the administration and delivery of the activities of the Town Council.

Candidates must have a sound knowledge of local council practices and/or demonstratable equivalent working experience. The successful applicant should hold the Certificate in Local Council Administration (CiLCA) or be willing to undertake training to obtain this and any other relevant qualifications as soon as possible, if successfully appointed. Excellent communication skills are essential, as is experience of working within a team. Flexibility on working hours will be required, including some evening hours.

This post is a part time post with the potential for the hours to rise in the near future dependant on business needs. The candidate must be willing to be flexible and able to increase working hours on a permanent or temporary basis should needs arise. A prompt start to the contract will be expected from the successful candidate.

For an application pack for this post please contact Shifnal Town Council on 01952 461420 or email info@shifnaltowncouncil.gov.uk

The closing date for receipt of completed applications is Friday, 21st November 2025; interviews are planned for first week of December 2025.