

SEAFORD TOWN COUNCIL



Town Clerk

RECRUITMENT PACK
February 2025

"Working with our community to secure Seaford's best future"



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WELCOME FROM THE MAYOR

It's great that you are interested in possibly joining the Seaford Town Council team. This pack has been thoughtfully put together to try and give you an overview of who we are at the Town Council, what we do and why you might want to come and work with us.

Seaford is the biggest town in the Lewes District – both in population and also the portfolio of assets that the Town Council is responsible for.

The Town Council splits its focus between careful and appropriate management of its sites and assets, and continued improvement of the services and facilities for the enjoyment and benefit of the towns residents and visitors. Due to this, no two days are ever the same.

Seaford Town Council prides itself on engaging with the community and a particular focus this year is upon building community resilience. As we work with individuals, groups, and organisations we are building strong connections and trust in all aspects of our work. Our officers work hard to improve local services and, as councillors, we are grateful for their support as we serve our communities.

We offer a positive, friendly, and stimulating place to work and wish you good luck with your application.



Councillor Sally Markwell

Mayor of Seaford 2024 - 2025



WELCOME FROM THE TEAM

In 2024, the Town Council team came together to agree our mission and vision as a team:

Mission

We work together to enable Seaford communities and the Town Council to thrive.

Vision

To work together as a team to empower innovation, strive for excellence and celebrate success.

The Town Council offers a truly great place to work but don't take our word for it. Our own team have said the following:

- 'No micromanagement, we are trusted to do a good job
- We have a collaborative culture, with a non-hierarchical style of working
- We are given the tools we need to do a good job
- Your opinion is always welcome
- We are always looking at new and innovative ways of working
- We are a team and help each other out'



JOB ADVERT

Town Clerk

Location: Seaford, East Sussex, BN25 1HG

Grade: SCP 50 – 54 (starting £62,377 per annum)

In Seaford, we are proud of our Town Council and of the community we serve.

The Town Council is extremely active, providing a wide range of leisure services including parks, recreation grounds, open spaces, allotments and the Seaford Head Golf Course. We are seeking an executive leader of high calibre to lead our growing and enthusiastic staff team, and to work actively with elected members to help develop and deliver quality services to the local community, and to ensure that all legal, financial and other governance requirements are observed.

Our future Town Clerk must be highly committed to public service, motivated, community focussed, possess sound managerial, administrative, communication and organisational skills, and have a demonstrable track record of service achievement and innovation. As Town Clerk, you will be the Chief Officer of a Town Council with a £2.2 million turnover and just under £1 million non-precept income, assuming the legal responsibilities of Proper Officer. You will be leading a workforce of just over 20 staff members across two sites, supported by a newly-formed strategic management team and dedicated operational management team.

In return for being responsible for the entire property and asset portfolio of the Town Council and its services and operations, you will be offered a flexible working environment, committed and passionate staff members, a generous salary (starting at £62,377 per annum) and pension package, salary qualification increments, ample holiday entitlement, sickness arrangements and parental leave, to name a few.

This might be the job for you if:

- You have previous experience as a senior or chief officer of an organisation, ideally a local council or similar authority in the public sector.
- You love taking on a challenge and finding creative solutions. You don't get flustered easily. You are patient, level-headed and cool under pressure.

Continued overleaf...



Job Advert Continued...

- You are motivated and driven. You like to empower your staff, balancing this with keeping your finger on the pulse. You can spot cracks in teams and work tactfully to nip these in the bud.
- You are comfortable in, yet not seeking, the spotlight.
- You are quick to think on your feet. You adapt well to change and know how to roll with the punches.
- You like learning new things and can learn quickly.
- You can communicate with anyone, through any media, and you care about taking people on the journey with you – whether that's elected members, staff, stakeholders or a combination of all three.
- You pay attention to the details. As far as you're concerned, anything worth doing is worth doing right, every single time.

The Town Council will be navigating a period of change in the coming years – from implementing and embedding its recently adopted revised staff structure to understanding and negotiating the impacts (and opportunities) that the recently announced local government reorganisation represent for parish and town councils; as well as updates to the ongoing climate actions and the review of the Town Council's Strategic Plan and Seaford Neighbourhood Plan.

Closing date for applications: Sunday 2nd March 2025 midnight

Interview dates: (first stage) Wednesday 19th March 2025, (councillor 'meet & greet') Saturday 29th March 11am, and (second stage) Monday 31st March 2025.

Seaford Town Council is committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values difference, recognising that employees from a variety of backgrounds bring important and positive contributions to the Councils and can improve the way we deliver services.

We are proud to be a Disability Confident employer. If you require any reasonable adjustments throughout the recruitment and selection process, please let us know.



SEAFORD TOWN

Seaford is a town that attracts a variety of descriptions depending on where you read and who you speak to.

To some it is a seaside town, a rambling destination, a shopping location, a hub of community groups, a cultural or heritage haven, a family-friendly town – the list goes on...

Rather than recreate the descriptions that are plentiful online (including our very own website), we wanted to give you an insight as to how we see the town. Our councillors and officers have shared a fantastic array of words to describe what the town means to them:

BRACING **WHOLESOME** **DESTINATION** **MEMORIES**

COAST COMMUNITY **BEACH HUTS** **NATURE**

FRIENDLY **CHALK** **FRESH** PEACE

GOLF **HISTORY** UNASSUMING **KITTIWAKES**

TIDE WINDY **HOME** **PEOPLE**

18TH TEE BREATH-TAKING

SAFE POTENTIAL **SEAFRONT**

ACTIVE **STROLLING** TRANQUILITY



THE TOWN COUNCIL

Seaford Town Council recently celebrated its 25th anniversary, having been created in May 1999. The Town Council is made up of a team of 21 council officers and 20 councillors, who work closely together and with the community to secure Seaford's best future.

Councillors are elected by residents and look after specific areas (wards) for the period they are elected, usually four years. Councillors work together, as a corporate body, to ensure that the Town Council continues to represent the needs of the town, its residents and visitors.

The Town Council appoints a councillor as Mayor of Seaford on an annual basis (usually in May). The role and responsibilities of the Mayor of Seaford are set out within the [Mayor's Portfolio](#) available to view online.

Council officers are employed by the Town Council and work to deliver the strategy and decisions of the Town Council. Officers also play a key role in ensuring councillors are kept informed and supported to do their roles.

[Municipal services within Seaford](#) are provided by three tiers of local government – the County Council (East Sussex), the District Council (Lewes) and the Town Council. While working closely together for the town, each authority has its own areas of responsibility and service delivery.

The [Town Council's 2023 - 2027 Strategic Plan](#) is available to view online.



OUR TOWN COUNCILLORS



SAM ADENIJI



SHAH ALI



LIZ BOORMAN



CHRISTINA BRISTOW



ROD BUCHANAN



ROY CLAY



STEPHANIE DUBAS



FREDDIE HOAREAU



OLIVIA HONEYMAN



RICHARD HONEYMAN



JIM LORD



SALLY MARKWELL



OLLY MATTHEWS



JAMES MEEK



GEOFF RUTLAND



LINDSAY STIRTON



RUTH STIRTON



IMOGEN TAYLOR



LINDA WALLRAVEN



MAGGIE WEARMOUTH

To find out more about our Councillors click [here](#)



OUR STAFF

Below are details of the current staff and roles within the Town Council:

Town Council Office

Interim Town Clerk - Steve Quayle

Assistant Town Clerk - Isabelle Mouland

Civic Officer / Mayor's Secretary - Gemma Saunderson-Barker

Administration Assistant – Nikki Blight

Responsible Financial Officer (RFO) - Lucy Clark

Finance Assistant - Simon Andrews

Assets & Projects Manager - Sharan Brydon

Events & Facilities Officer - Lydia O'Reilly (Maternity Cover for Helen Vits)

Inspector - Bob Offen

Maintenance Officer - (currently being recruited)

Temporary Senior Projects Officer - Paul Quanstrom

Temporary Projects Officer - Clarissa Stevenson

Temporary Team Administrator - Lou Ford-Dickson

HR & Governance Manager - Georgia Raeburn

HR & Governance Assistant - Becky Terry

Temporary Strategic Projects Officer - Natalie Simpson

Continued overleaf...



Our Staff continued...

Seaford Head Golf Course

Golf Professional – Fraser Morley (self-employed)

Course Manager – Simon Lambert

Deputy Course Manager – Tyler Rook

Assistant Greenkeeper – Nathan Sutliff

Assistant Greenkeeper – Craig Ward

Assistant Greenkeeper – Graeme Onslow-Rush

Staff Structure Review

In December 2024, the Town Council agreed changes to its staff structure within the office teams in order to ensure more capacity within the team, address skills gaps or those in areas of responsibility and also future proof the Town Council and ensure greater resilience.

The new office staff structure is include overleaf. All current permanent staff have a role within the new structure and there are further opportunities that will be open to a full recruitment process in the near future, including the three posts reporting directly to the Town Clerk - the Deputy Town Clerk, Head of Place and Assets & Contracts Manager.

Town Councillors have been fully involved in the recent structural review, which will lead to some transitional planning and a review of the Town Council's Strategic Objectives.

Revised Staff Structure - Effective from April 2025

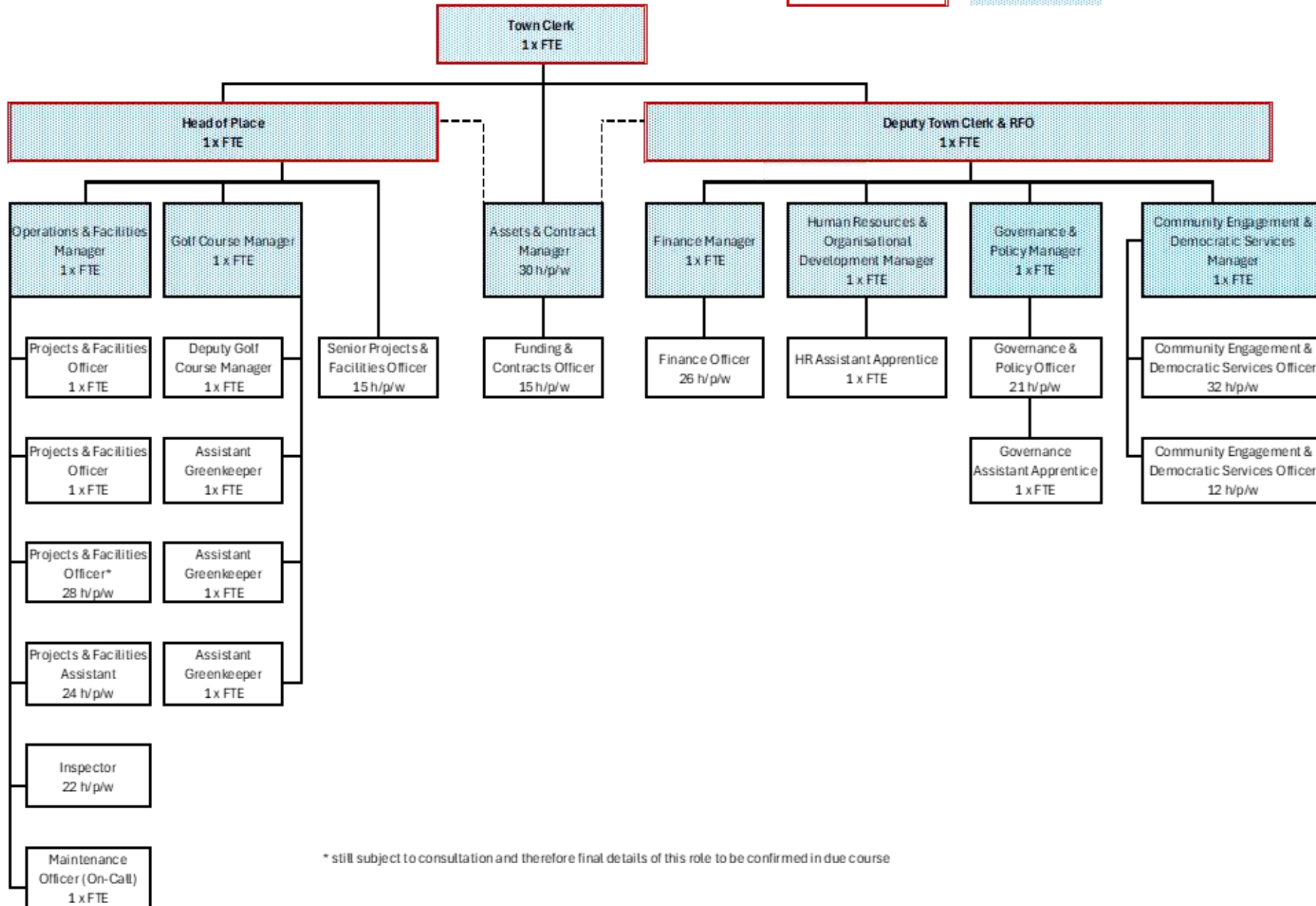
Table Key:

Strategic Management Team

Operational Management Team

Term Key:

FTE FullTime equivalent, 37h/p/ w
h/p/w Hours per week



* still subject to consultation and therefore final details of this role to be confirmed in due course



WHY WORK WITH US

What can Seaford Town Council offer you as an employer?

Holidays

- Full time equivalent of 25 days holiday per year, rising to 28 days after five years' service, plus Bank Holidays. This would be calculated pro-rata to your working pattern where required
- Some staff are not automatically entitled to Bank Holidays off, where this is the case your holiday entitlement is increased accordingly

Pension Scheme

- Local Government Pension Scheme available, currently at: 20.1% employer contribution and 5.5%-6.8% employee contribution
- There is also an alternative scheme, NEST, currently at 3% employer contributions and 5% employee contribution

Salary

- Regularly monthly salary payments by BACS and emailed payslips, with helpful HR and Payroll Officers to help with any queries or assistance
- Possibility of up to four additional increments above salary bracket with specific qualifications (Certificate in Local Council Administration and Community Engagement & Governance qualifications)
- Paid overtime for work carried out that is outside the scope of your role e.g. assisting at Town Council events
- As determined at the national level, the possibility of a pay award (increase) to salaries, usually annually in April

Flexible Working

- Additional Hours Policy governing any recompense for additional hours
- Welcome flexible working requests, whether this be part time or compressed hours, hybrid working or mobile working. Any requests will be subject to assessment against the requirements of the role

Continued overleaf...



Sick Pay

- If you are absent from work owing to illness (including injury or other disability) you will normally be entitled to sickness allowance based on a set scale

Continuous Service

- The Town Council will recognise continuous service

Benefits*

- Discount on food at The View
- Reduced corporate membership at Wave Leisure
- Eye test and glasses for DSE use contributions
- Access to confidential 24/7 counselling
(*non-contractual)

Wellbeing

- The Town Council is committed to supporting its employees and their wellbeing
- The Town Council adopts a supportive and caring approach to its staff in their times of need, including paid compassionate leave, assessments of reasonable adjustments required, flexibility with working hours (where possible) and phased returns to work following medium/long term sickness absence
- Regularly updated risk assessments for the Town Council's activities and dedicated officers ensuring the health and safety of all staff
- A secure job within a local government employer
- An employer that understands its duty of care to its employees

Other Leave

- Enhanced maternity, paternity, adoption and shared parental leave pay entitlements
- A supportive and flexible approach, where possible, for staff with dependent or caring responsibilities
- A Reservist Policy showing the Town Council's commitment to employing reservists of the Armed Forces. This includes additional paid leave to cover the annual two-week training programme for reservists



JOB DESCRIPTION

Role: Town Clerk

Reporting to: The Town Council (as a corporate body) with day-to-day management, oversight and support by Mayor and Chair of Personnel (subject to future change).

Responsible for: Current line management of Head of Assets, Projects & Services, Assistant Town Clerk, Responsible Financial Officer and HR & Governance Manager.

Post-staff structure review this will change to line management of Deputy Town Clerk, Head of Place and Assets & Contracts Manager.

Work pattern: 37 hours per week

Work location: Offices in central Seaford, with the option for some element of hybrid working, as agreed with line manager

Salary grade: LC4

Salary bracket: SCP 50 - 54, starting on SCP 50 £62,377 per annum

1. Job Purpose

The Town Clerk is the Proper Officer of the Town Council and is required to carry out the statutory functions of the role.

As a corporate body, the Town Council is responsible for setting policy and decision making whereas the officer team is responsible for operational delivery and enactment.

As Town Clerk you will be responsible for producing all necessary information required to enable the Town Council to make informed decisions and to set policy.

You will be responsible for implementing Town Council decisions, managing Town Council staff, finances, assets, resources and services as well as entering into agreements, contracts and other arrangements on behalf of the Town Council.

Continued overleaf...



Job Description continued...

You will be responsible for leading, motivating and developing the Town Council officer teams, both at the Town Council offices and Town Council-owned Golf Course.

You will be accountable to the Town Council for the effective management of its resources, adherence with Town Council policy and relevant legislation and performance against its Strategic Objectives.

2. Areas of Responsibility

- Overall Performance and Strategy of the Town Council
- Corporate Governance and leadership
- Legal Matters
- Partnership Working & Public Relations
- Climate Action
- Proper Officer Duties & Responsibilities

3. Duties & Responsibilities

Overall Performance & Strategy of the Town Council

- 3.1.** To ensure compliance with statutory and other provisions governing or affecting the running of the Town Council.
- 3.2.** To oversee (in conjunction with the Responsible Financial Officer), monitoring and balancing of the Town Council's accounts, financial transactions, preparation of records for audit purposes and VAT in accordance with Town Council policy and proper practices.
- 3.3.** To ensure that the Town Council's risk assessment obligations, best value and transparency are properly met.
- 3.4.** To monitor and regularly report performance against the Town Council's Strategic Objectives, identify areas with potential to affect such objectives/ activities/ interests and to involve specialist services as required.
- 3.5.** To provide Full Council meetings with a written report detailing priorities, actions completed and actions outstanding.

Continued overleaf...



Job Description continued...

3.6. To engage, advise and plan collaboratively with the Mayor, Committee Chairs and other Town Councillors, assisting with specific aspects of their roles as required, giving guidance on possible effects of specific or proposed courses of action and to review proposal submissions.

3.7. To clarify and advise on the role and duties of Town Councillors in applying Town Council policies. To clarify the specific responsibilities of differing roles in accordance with Town Council policy, whilst fostering a collaborative working environment for councillors and officers.

3.8. To maintain knowledge and awareness of challenges and opportunities facing the Town Council, to inform officers and Town Councillors as necessary and to factor appropriate changes into forward planning.

Corporate Governance

3.9. To monitor the effectiveness and adherence of Town Council policies, amending or introducing new policies as required. To ensure that necessary frameworks exist to support the operational delivery of policy requirements.

3.10. To oversee the production and issue of agendas and minutes, to attend relevant meetings of Full Council and Committees and ensure that appropriate actions are taken subsequently in accordance with the resolutions and instructions.

3.11. To attend and provide an overview of work at the Annual Town Meeting (known locally as the 'Annual Town Forum').

3.12. To oversee the planning functions and responsibilities of the Town Council, facilitating future reviews of the Seaford Neighbourhood Plan and interactions with other relevant Local Plans.

Legal Matters

3.13. To deal with any litigation when arising, seeking the necessary external expertise and updating the Town Council as required.

3.14. To oversee leases and other legal agreements currently entered into by the Town Council and to ensure necessary compliance of future leases or other legal agreements.

3.15. To ensure compliance with all legal requirements, permissions and restrictions in relation to Town Council land and assets.

Continued overleaf...



Job Description continued...

Climate Action

3.16. To be responsible for managing climate change mitigation and adaptation strategies within the Town Council, ensuring compliance with environmental regulations, climate change risk assessments as well as overview of policy and programmes to reduce carbon footprint.

Partnership Working & Public Relations

3.17. To ensure correspondence and communications on behalf of the Town Council are in accordance with Town Council policies and procedures.

3.18. To foster and enhance relationships with other local authorities, local stakeholder groups, contractors, management committees/agents and advisory groups, whilst representing the interests of the Town Council and town.

3.19. To ensure that the Town Council has necessary systems in place to engage with the public and stakeholders, allowing public interest and participation to inform Town Council decision making and activities.

3.20. To establish awareness of challenges, changes and opportunities to the Town or Town Council, assess the role of Town Council (if indicated) and to identify any necessary course of action.

Leadership

3.21. To facilitate collaborative working relations throughout the Town Council's workforce, creating a positive working atmosphere and culture by training and performance management.

3.22. To enhance staff understanding of how the Town Council operates on a wider basis, leading by example.

3.23. To supervise direct reports in line with Town Council policy as line manager.

3.24. To liaise regularly with senior managers regarding the activity and overall performance of their teams.

3.25. To represent the interests and requirements of the Town Council's workforce at Town Council and committee level.

Continued overleaf...



Job Description continued...

- 3.26.** To work collaboratively with the Mayor and all councillors, providing support and guidance to enable councillors with fulfilling their duties and their responsibilities as a corporate body and employer.
- 3.27.** To ensure that adequate systems are in place for the required / appropriate levels of business continuity and / or emergency planning.
- 3.28.** To attend training events about relevant topics such as the work and role of Town Clerks or Local Authorities or relevant changes in legislation as required by the Town Council and as part of Continuous Professional Development.
- 3.29.** To act as the representative of the Town Council and carry out any other duties as reasonably required.

Proper Officer Duties

- 3.30.** To undertake any other duties as required by the Town Council consistent with the level and scope of the post as set out in Town Council Standing Orders and/or legislation affecting the duties of Proper Officer.



PERSON SPECIFICATION

As a Town Council Officer:

We are looking for a team player, who performs their duties in an honest, open and professional manner.

The officers of Seaford Town Council are passionate about its future and strive for high deliverance in customer service, always observing confidentiality and sensitivity.

To enhance this, each officer has an attitude of flexibility in respect of being a reasonably small team, and to maintain a supportive team environment.

The specifics for this role:

In addition to the above, which we seek from all team members to underpin our success, the specific requirements relating to this role are set out in more detail below:

	Essential	Desirable	How Assessed*
QUALIFICATIONS / CERTIFICATES			
Minimum CILCA (Certificate in Local Council Administration) or a commitment to obtain as soon as possible	Y		A, E
An undergraduate degree, ideally in public or business administration, law, political science or related field		Y	A, E
A commitment to ongoing professional development		Y	A, I

* A = application form, E = evidence of (e.g. certificate), I = interview

Continued overleaf...



Person Specification continued...

* A = application form, E = evidence of (e.g. certificate), I = interview

	Essential	Desirable	How Assessed*
EXPERIENCE			
Demonstrable experience in chief executive role, ideally within the local council sector or other public authority	Y		A, I
Evidence of strategic leadership and performance monitoring to enable achievement of Town Council aims, align the workforce with the strategic aims, foster a positive working environment and culture, and enable the success of your team	Y		A, I
Experience of collaborative, partnership working with internal and external stakeholders	Y		A, I
Evidence of facilitating meetings through chairing, clerking and / or presenting information, ideally within a public sector role	Y		A, I
Proficient computer user, including with Microsoft Office, spreadsheets such as Google sheets or Excel, and the internet	Y		A, I
Involvement in the development, monitoring and implementation of policy and practices	Y		A, I

Continued overleaf...



Person Specification continued...

* A = application form, E = evidence of (e.g. certificate), I = interview

	Essential	Desirable	How Assessed*
SKILLS			
Excellent organisation and time management skills within a varied role	Y		A, I
Excellent written and verbal communication skills, with a high level of understanding confidentiality and the ability to tailor communications to the audience	Y		A, I
Proven analytical report writing and analysis	Y		A, I
Proficiency in financial management and budgeting	Y		A, I
Attention to detail and high level of accuracy	Y		A, I
Delegation and support of others to achieve specific targets within a given timeline	Y		A, I
Confidence with analytical thinking, problem-solving and constructive challenging	Y		A, I
Ability to handle queries and complaints in relation to areas of responsibility in a fair, objective and tactful manner	Y		A, I

Continued overleaf...



Person Specification continued...

* A = application form, E = evidence of (e.g. certificate), I = interview

	Essential	Desirable	How Assessed*
KNOWLEDGE			
Strategies to drive team performance and foster good working relationships	Y		A, I
Local council governance, legislation, current and future risks and opportunities	Y		A, I
Familiarity with community engagement strategies, stakeholder management and the core values of public service	Y		A, I
Approaches and guiding principles for leading an organisation that operates within a committee structure to enable decision-making		Y	A, I
LEADERSHIP SKILLS			
Proven people / team management skills, including performance and wellbeing management and professional development of staff, and ability to inspire confidence in others	Y		A, I

Continued overleaf...



Person Specification continued...

* A = application form, E = evidence of (e.g. certificate), I = interview

(Leadership Skills continued...)	Essential	Desirable	How Assessed*
Diplomacy and tact in handling sensitive issues	Y		A, I
Adaptability and resilience in dealing with diverse challenges	Y		A, I
Proven ability to take difficult decisions and convey outcomes clearly and sensitively	Y		A, I
Ethical and professional conduct with a commitment to upholding Town Council values	Y		A, I
OTHER			
With sufficient notice, a willingness to work flexible hours, including ad hoc evenings and weekends, as required, to meet project deadlines and / or attend Town Council meetings or events	Y		A, I
A high level of commitment to and pride in your work	Y		A, I
Commitment to serving the community and promoting its interests	Y		A, I



HOW TO APPLY

Accessing and Completing the Application Form

- Application forms are completed online via Google Forms, which can be accessed online here [online application form](#)
- **If you need an application form in a different format, please let us know**
- Once you have clicked on the Google Forms link, opened the application form and entered an email address, the form will auto-save meaning that you can revisit the form as many times as you like before submitting your final application
- The form auto-saves, meaning you do not need to manually save this as you work on it or before closing the webpage down
- To revisit your form, just click on the application form link above and you will return to your last auto-saved version
- All sections of the application form need to be completed. Many questions are 'required' and as such, you can't move forward in the form unless you complete these
- There is an option to upload a CV or supporting document to set out the details of your previous employment - please ensure that any uploaded documents provide the information requested within the application form

Continued overleaf...



How to Apply continued...

Section 6 - Application Questions

- The person specification provided within this recruitment pack contains the skills and qualities that the Town Council is looking for in the successful candidate
- Section 6 of the application form is entitled 'Application Questions' and it is within this section that you can demonstrate your suitability for the role by showing us how you meet the essential and/or desirable criteria set out within the person specification
- These are vital questions to be answered for shortlisting purposes and success in being invited for interview

Submitting your Application

- Once you are happy with your form and have completed all sections, click 'submit'
- If you have any queries on the application form, either during or after submission, please reach out to us by email on recruitment@seafordtowncouncil.gov.uk
- If you require any adaptations or support, please do let us know

Privacy Statement

The Town Council's privacy statement about how we process and store your personal data as an applicant can be found on

[our website's Privacy Policy page](#)



SELECTION PROCESS

All applicants will be acknowledged and considered by the selection panel. You will be informed in writing of the outcome of your application.

Activity	Date
Closing Date	Sunday 2 March 2025 midnight
First Interview An evidence-based panel interview and tour of the offices	Wednesday 19 March 2025
Councillor Meet & Greet A relaxed opportunity for all second interview candidates to meet with councillors in the Council offices	Saturday 29 March 2025 11am
Second Interview A further evidence-based panel interview and you will be asked to make a presentation	Monday 31 March 2025

Thank you so much for your interest in working for Seaford Town Council. We look forward to receiving your completed application!