



VENTNOR TOWN COUNCIL

RECRUITMENT PACK

2023

Thank you for your interest in this post. In this pack you will find:

- An introduction to the Town Council covering its:
 - Current structure
 - Assets
 - Services
 - Resources
 - Web site
 - Job Description
 - Person Specification
 - Application Form
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VENTNOR TOWN COUNCIL

THE TOWN COUNCIL

2023

CURRENT STRUCTURE

- The Council consists of 11 Members representing the town's four Wards as follows:
 - Bonchurch & Ventnor East Ward: 2 Members
 - Lowtherville Ward: 2 Members
 - St Lawrence Ward: 1 Member
 - Ventnor West Ward: 6 Members
- The town also consists of four Lower Super Output Areas for the purposes of the Index of Multiple Deprivation, of which the town's central area and Upper Ventnor are both within the most deprived 20% nationally.
- The Council's strategic direction has been driven by the need for Regeneration and addressing deprivation, in common with most small coastal towns, with a strong commitment to localism and community development.

ASSETS

- The Council's strategic commitments have led to increasing ownership, management and development of a significant asset base.
- The old Coastal Centre overlooking the English Channel was taken over by the Town Council in 2014 and now provides its own offices and those of the local Police Team with 12 offices for small businesses over two floors above its own and a large and popular community space below.
- When the Isle of Wight Council (the Principal Authority) withdrew funding for the Island's Public Toilets and Grounds Maintenance under Budget pressures, the Town Council took on both and has recently built a new Public Toilet in the town centre, giving the town a total of four.
- Two adjacent, wooded local fields became vacant in 2018 and under the Town Council's management now host 30 Allotments and four Portacabins that are a base for the town's Community Shed and the Town Council's Youth Service.
- Additionally, the Town Council manages the old Youth Club, closed by the Isle of Wight Council and now host to Baby Box and the Community Pantry and is also responsible for a Paddling Pool, First Aid Hut, Outdoor Gym, Putting Green and the town's Award-winning Park.
- The Town Council also manages four of the town's eight Car Parks.

SERVICES

- The Town Council's response to the services cut in the Isle of Wight Council's Budget reductions has been to provide them directly itself wherever possible.
 - Thus the Town Council employs its own Cleaners for its Public Toilets, provides its own Beach Safety, Beach Cleaning and Paddling Pool services, operates a locally based Youth Service with a Youth Officer and two part-time assistants.
 - It has its own Grounds Maintenance contract and supports the town's Food Bank, Community Pantry and Baby Box services alongside the repeated distribution of food/energy vouchers to families identified by them that are exchangeable at the local Co-op store.
 - The Town Council's Wellbeing Café that replaced the closed Mental Health support group has over 100 members and is open Monday-Friday.
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RESOURCES

- The Town Council directly employs 17 staff with some seasonality and part-time arrangements equating to 10.5 ftes.
- Administrative and technical support and leadership is provided by the Town Clerk, an Assistant Town Clerk with an Administrator, a Community Development Officer and a Business Support Officer as well as a Maintenance Manager.
- The Town Council's Precept for the financial year 2023/24 is £430,731 with a predicted income total of £550k.

WEB SITE

The Town Council's Web Site was redesigned a year ago and is fully up to date at www.ventnortowncouncil.gov.uk.



JOB DESCRIPTION

POST	TOWN CLERK & RFO	SALARY	£37,568-£40,578
REPORTING	TOWN CLERK	WEEKLY HOURS	37 HOURS
EMPLOYER	VENTNOR TOWN COUNCIL	ANNUAL LEAVE	28 DAYS
PURPOSE	TO FULFIL THE RESPONSIBILITIES OF PROPER OFFICER & RESPONSIBLE FINANCE OFFICER		

KEY TASKS

- 1) To ensure compliance with legal, statutory and other provisions governing or affecting the running of the Council
- 2) Support the Council in defining its vision and in establishing specific objectives, plans and timelines for projects, functions and services which benefit the community
- 3) To ensure the effective implementation of Council's lawful decisions, policies and projects
- 4) To be responsible for the day to day management of all the Council's land, buildings and property
- 5) To be accountable to the Council for the effective leadership and management of its staff team, operations, assets, finances and other resources
- 6) To be the Council's Lead Officer for current and future projects and preparing the Council's forward planning strategy
- 7) To be responsible for the Council's website and coordination of the Council's communications, maximising engagement with all sectors of the community; using social media and print media and
- 8) To represent the Council at meetings with the Isle of Wight Council and other official bodies accompanied by Members as appropriate
- 9) To prepare, in consultation with appropriate Members and staff, agendas and minutes for meetings of the Council, its Committee, sub Committees, and Working Parties.
- 10) To support the Council's relationships with and support for the town's voluntary groups and organisations
- 11) To respond to public enquiries, correspondence and emails in accordance with the Council's agreed policies
- 12) To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- 13) To act as the Responsible Finance Officer, for the management of budgets, assets, and resources in terms of all operational matters
- 14) To effectively manage the Council's business planning process, including those associated with service planning reviews, workforce planning and budget preparation
- 15) To prepare financial reports for the Council to show financial activity against budget with financial statements reconciled to the Council's bank accounts
- 16) To manage cash flow and control investments and bank transfers
- 17) To ensure good procurement practice in compliance with current legal requirements

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- 18)** To ensure that all money received by the council is regularly banked, all money due to the council is invoiced and paid promptly and that quarterly VAT returns are completed on time
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RELATED TASKS

- 19)** To embed equality of opportunity in all services and facilities for staff, projects and the community
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- 20)** To carry out any other duties commensurate with the post
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VENTNOR TOWN COUNCIL



PERSON SPECIFICATION

TOWN CLERK

ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE	ASSESSED BY
1) Holds or is willing to obtain the Certificate in Local Council Administration (CiLCA) within 12-18 months	
2) Knowledge and understanding of local government structures and practices	
3) High levels of literacy and numeracy including ability to analyse and communicate complex data and write clear and accurate reports	
4) Ability to manage projects, delivering results to an agreed timescale and within budget	
5) Experience of the use of IT systems for budgeting, data storage and web site development	
6) Ability to build effective working relationships with Council Members, staff and a range of stakeholders	
7) Ability to recognise, impartially and objectively, the political and legal consequences of action being recommended by Members and provide advice accordingly	
8) Ability to communicate at all levels in the community both orally and in writing, with good presentation skills	
9) Experience of staff management including delegation and ability to motivate staff, maintaining collaborative working and commitments	Application form
10) Experience of bidding for external funds and grants and accounting for their use	& Interview
11) Experience of financial management including budget setting and budget monitoring	
12) Awareness of the legal, financial and maintenance issues of the management of significant assets	
13) Ability to work to and meet deadlines, manage own workload and report outcomes	
14) Willing*ness to attend some evening meetings and work flexibly as required	
DESIRABLE QUALIFICATIONS, SKILLS & EXPERIENCE	
15) Degree level qualification in a relevant subject area	
16) Previous experience as Clerk or Deputy Clerk	
17) Commitment to continued professional development	
18) Awareness of and involvement with regeneration programmes	
19) Current driving licence and access to own vehicle	



VENTNOR TOWN COUNCIL



JOB APPLICATION FORM

POST

Town Clerk

PERSONAL DETAILS

LAST NAME		OTHER NAMES	
ADDRESS		HOME PHONE	
		WORK PHONE	
POST CODE		MOBILE	
EMAIL			

PRESENT OR LAST EMPLOYMENT DETAILS

NAME OF EMPLOYER	POSITION HELD	FROM	TO	SALARY

MAIN DUTIES

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PREVIOUS EMPLOYMENT DETAILS				
NAME OF EMPLOYER	POSITION HELD	FROM	TO	SALARY

VOLUNTARY SECTOR EXPERIENCE			
ORGANISATION WITH/FOR	ROLE/WORK DONE	FROM	TO

EDUCATION AND TRAINING DETAILS					
FROM	TO	FT/PT	SUBJECT(S)	QUALIFICATION	AWARDING BODY

DECLARATION			
I declare that the information contained in this form is true and accurate. I understand that if any statement is later discovered to be false or misleading, my employment may be terminated			
SIGNATURE		DATE	

REFEREES' DETAILS			
FIRST REFEREE		SECOND REFEREE	
NAME		NAME	
STATUS		STATUS	
ADDRESS		ADDRESS	
POST CODE		POST CODE	
PHONE No.		PHONE No.	
Please indicate how the referee knows of your skills and experience			
Please tick box if you do not wish us to contact this referee prior to interview		Please tick box if you do not wish us to contact this referee prior to interview	

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YOUR EXPERIENCE

The Job Description for this post details the key areas of responsibility and tasks involved. The Person Specification lists the key areas of knowledge, experience and skills the postholder will need to have. Please show us in this section how your experience has prepared you for this post and how you meet the requirements for it. Feel free to attach additional sheets if necessary

YOUR EXPERIENCE (CONTINUED)

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