



## JOB ADVERTISEMENT

### Town Council Manager - Halewood Town Council

Halewood Town Council is seeking to appoint a proactive, professional and committed candidate to the post of Town Council Manager who will undertake the statutory roles of Proper Officer and Responsible Financial Officer and lead the effective day-to-day administration and management of the Town Council.

This is a key leadership role, the successful candidate will advise councillors', manage the staff team, and will be responsible for the smooth and lawful running of the Town Council's operations, governance, finance and strategic development.

We welcome applications from experienced Clerks, those with a governance background or professionals with transferable skills, who are eager to learn and have a strong sense of community responsibility.

During an initial probationary phase, the successful candidate will have support of an experienced Consultant to support in the familiarisation of Halewood Town Council's working practices.

Job Title	Town Council Manager
Line Manager	Full Council
Salary	Basic: Scp. 37 – 41 £48,226 - £52,413 (pro-rata if req'd) CiLCA Qualified: Scp.42 – 45 £53,460 - £57,139 (pro-rata if req'd) Local Government Pension Scheme is available and Local Government terms of pay & conditions apply.
Nature of Contract	Permanent
Full Time/Part Time	30 – 35 hours per week (subject to negotiation) including some evenings & weekends)
Annual Leave	29 days (minimum) plus bank and public holidays (all pro-rata if req'd)
Principal Location	Arncliffe Sports & Community Centre, Arncliffe Road, Halewood, Liverpool L26 9PA
Method of Application	Application form only. Application forms, the Job Description and Person Specification can be found on the Town Council website <a href="http://www.halewoodtowncouncil.gov.uk">www.halewoodtowncouncil.gov.uk</a> (CVs alone will not be accepted). For any further information please contact:: Email: <a href="mailto:george.mackenzie@halewoodtowncouncil.gov.uk">george.mackenzie@halewoodtowncouncil.gov.uk</a> Tel: 07720 809 416
Closing date	4pm on 15 <sup>th</sup> April 2026
Interviews	Interviews to take place at the Council Offices w/c 27 <sup>th</sup> April 2026
Starting date	Date to be agreed with the successful candidate

If, due to a disability, you would like to request reasonable adjustments, please let us know.