

Parish & Town Council Support Officer (& Interim Principal Officer)

Salary: SCP 24-26 (dependent on experience)

Contract: Fixed Term 2-year contract (with potential extension to permanent)

Hours: Part Time (24 hours per week)

Location: Hybrid (office in Stafford) as well as travel across Staffordshire.

Employer: Staffordshire Parish Councils' Association (SPCA)

This is a unique opportunity to play a leading role in the creation and establishment of new Town Councils in Staffordshire, as well as supporting existing parish and town councils across Staffordshire.

Staffordshire Parish Councils' Association (SPCA) has been commissioned to support the development and launch of the new town councils. We are seeking an experienced and highly motivated person to lead this project. They will guide the project from inception through to implementation and assist with the recruitment of a Clerk/RFO for any created town council.

Working alongside Staffordshire's Borough Council, elected members and SPCA's leadership team, you will ensure the new council is fully prepared, legally compliant and operational from Day One.

This is a rare opportunity to shape a new local authority, build its governance framework and make a lasting contribution to local democracy.

Your role will also include working with the SPCA team to support and respond to the needs and queries of Staffordshire Parish Councils.

About the Role

Reporting to the SPCA CEO, you will provide professional leadership throughout the council creation process and the early months of operation.

Key responsibilities will include:

- Leading the practical establishment of the new Stafford Town Council.
- Supporting Shadow Council arrangements and preparations.
- Developing governance frameworks, policies and procedures.

- Preparing Standing Orders, Financial Regulations and other constitutional documents.
- Establishing banking, insurance, financial systems and operational processes.
- Coordinating the creation of the council's website, domain and email systems.
- Assisting with budgeting and precept planning.
- Organising council meetings and preparing agendas and reports.
- Supporting councillor induction and training programmes.
- Leading the recruitment and handover to the permanent Principal Officer (Town Clerk/RFO).
- Providing professional governance and compliance advice throughout the project.
- Producing regular reports and updates for stakeholders.
- When the project concludes, you can apply for the newly created Town Clerk / RFO roles or continue with the SPCA in the advice team supporting Staffordshire's Town and Parish councils.

About You

We are looking for someone with:

Essential

- Experience within local government, town councils & parish councils or a comparable public sector environment.
- Strong knowledge of local council governance and statutory responsibilities.
- Experience developing policies, standing orders, financial regulations, procedures and governance frameworks.
- Excellent organisational and project management skills.
- Experience supporting elected members and formal committee meetings.
- Strong communication and stakeholder engagement abilities.
- The ability to work independently whilst managing multiple priorities.
- A full driving licence and ability to attend meetings across Staffordshire as required.

Desirable

- Existing experience as a Town Clerk, Parish Clerk, Proper Officer, or Responsible Financial Officer.
- CiLCA qualification or equivalent governance qualification.
- Knowledge of local council finance, AGAR requirements and audit processes.
- Experience of organisational start-up, transformation or change management projects.
- Experience supporting council elections, community governance reviews or asset transfers.

What We Offer

- The chance to lead one of the most significant local government projects in Staffordshire in recent years.
- Flexible and hybrid working arrangements.
- Professional support and training from the Staffordshire Parish Councils' Association.
- A varied and rewarding role with real community impact.

How to Apply

Please submit:

- A current CV.
- A supporting statement (maximum 2 sides of A4) explaining how your skills and experience meet the requirements of the role.

For an informal discussion about the position, please contact:

Robert Pritchard

County Executive Officer
Staffordshire Parish Councils' Association

Closing Date: 9th November

Interview Date: 16th November