

# WORCESTERSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS

wishes to recruit an

## **Executive Officer**

**37 hours per week, National Joint Council scale LC2, point 35**

Worcestershire County Association of Local Councils, (WCALC), is an advisory body for the first tier of local government, parish and town councils and parish meetings, in Worcestershire. It is one of thirty-eight associations of local councils in England and works closely with the National Association of Local Councils. It is based at Malvern and currently has a membership of 151 local councils and parish meetings.

Reporting to the Executive Committee, the Executive Officer will be responsible for the Administrative Officer and will have local government experience; particularly in the parish sector. The postholder will be responsible for giving procedural and technical advice to local councils and parish meetings which are in membership of WCALC; delivering training to local councils (councillors and clerks), preparing training presentations and other training materials, supporting the Executive Committee and the four area meetings, preparing the WCALC newsletter, researching and writing advisory and briefing papers for members. The work is varied and involves some evening and weekend commitments and the post holder will be required to have access to transport to enable travel throughout the county.

It is desirable that the successful candidate holds the Certificate in Local Council Administration or another relevant local government qualification. The successful candidate will have management experience and experience of working in the sector. In addition, the post holder will need to have excellent written and oral communication skills and must be confident interacting with people at all levels.

The post is currently based at the WCALC office near Malvern.

Full details of the vacancy are available in an application pack available from:

[richard@worcscal.org.uk](mailto:richard@worcscal.org.uk) or  
[caroline@worcscal.org.uk](mailto:caroline@worcscal.org.uk) or  
telephone 01684 311554

The closing date for applications is Monday **3<sup>rd</sup> December 2018**

Interviews on **Monday 17<sup>th</sup> December 2018**

The successful candidate will be expected to take up post on **Monday 1<sup>st</sup> April 2019**