



KNUTSFORD TOWN COUNCIL TOWN CLERK

Recruitment Pack

JULY 2026



Knutsford Town Council

Town Clerk: NOW RECRUITING

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929 www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Dear Applicant,

Thank you for your interest in applying to be our next Town Clerk.

This pack is designed to give you more information about the role and our organisation. We encourage all potential applicants to read this pack and hope it answers any questions you may have.

We only accept applications using our application form; this is tailored to the role and aims to ensure we get all the information from you that we need to be able shortlist for interview. Our shortlisting panel will only consider the information on the application form and will not read CVs or covering letters – so please ensure that the form contains all the information about you that you want to get across.

Applications can be completed online at www.knutsfordtowncouncil.gov.uk/town-clerk and should be submitted by

21st August 2026

We will always acknowledge receipt of an application so if you do not hear from us within 48 hours please give us a call.

If you would like an informal discussion about the role and working for Knutsford Town Council, or if you have any questions to help you decide if we are the right fit for you, please contact our current Town Clerk, Adam Keppel-Green, on 01565 653 929 or by email to adam.kg@knutsfordtowncouncil.gov.uk.

I look forward to reading your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Dalzell'.

Cllr Lesley Dalzell

Personnel Committee Chair

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ABOUT KNUTSFORD TOWN COUNCIL

Knutsford Town Council was established in 1974 and is the most local level of government for the town of Knutsford. Our role in the community has grown considerably over the last decade and we have taken on new responsibilities and grown what we do to support the local community. Everything we do aims to make Knutsford a better place for everyone.

The Town Council is made up of 15 elected councillors and a team of officers led by the Town Clerk. We are accredited as a gold standard council in the national local council award scheme – one of only a handful in Cheshire.

We deliver a diverse range of services for the community. We run Knutsford Market Hall and two allotment sites, we provide 'platinum' quality public toilets and own small open spaces such as Wallwood on King Street and Higher Town Green on Chelford Road. We run Knutsford Cemetery and the beautiful Grade II listed Tabley Hill chapel and we also own our Grade II listed Council Offices and the adjoining gardens and library grounds.

We run a programme of community events which include a two-day Christmas Market and lights switch on, Knutsford Music Festival and the Pumpkin Path. The council also operates the Taste Knutsford tours and supports local businesses and a strong town centre through our Town Centre Management service, which includes running our *Discover Knutsford* destination website.

Through the office of the Mayor of Knutsford we provide civic leadership and raise funds for local charities and good causes with an annual programme of fundraising events which include a charity ball.

Our Town Ranger is something of a local celebrity and tackles all the odd jobs that need doing to keep the town looking great and on top of all this we undertake numerous small projects to make Knutsford more special; from installing communicative blue plaques and floral displays to supporting community organisations and representing the Town with external partners.

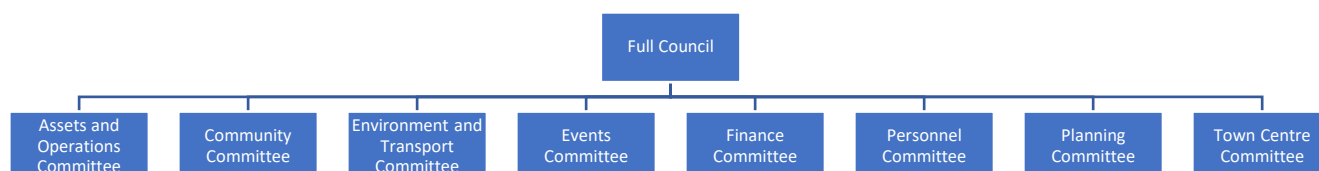
This is just a snapshot of what we do (and our website has loads more detail about all this) but we are proud to call ourselves a proactive council where the councillors and officers work cohesively together to deliver for Knutsford.



ABOUT KNUTSFORD TOWN COUNCIL

Council Structure

Full Council meets quarterly. The council has eight committees; seven meet quarterly with the Planning Committee meeting every three weeks.



The council has a number of working groups which meet adhoc to further projects (e.g. nature action plan working group) or provide member input into services (e.g. cemetery working group).

Staffing

The council employs 16 staff with a full time equivalent of 11.9. 11 staff are based at the Council Offices, with five operational staff across council sites.

See organisation chart on page 16.

Principal Assets

- Council Offices (Toft Road)
- Cemetery and Tabley Hill Chapel (Tabley Hill Lane)
- Market Hall
- Public Toilet Buildings x 2 (Bexton Road and Malt Street) inc. commercially let spaces
- Allotments x 2 (Warren Avenue and Sparrow Lane) – further sites due to transfer in future
- Minor open spaces

Budget

The Town Council's budget for 2025/26 is just under £1.2m. The precept is £939,900, with a Band D of £148.93.

OUR VALUES

In 2023 we adopted a new 10-year strategic plan to guide the work of the council. As part of this, we set out our organisational values which we expect all those working for us to demonstrate.

We work to make Knutsford a better place to live, work, visit and do business.

Our work will always aim to improve Knutsford for its residents, for those who visit the town, those who draw visitors to the town and the businesses on which we all depend.

We are committed to openness, transparency and strong democratic engagement.

The opportunity to elect Town Councillors every four years gives us our democratic mandate and we know that this can be strengthened by continuing to engage the wider community in our work and shaping our decisions.

We set out to be community leaders and serve as the voice of Knutsford.

We will always aim to keep a finger on the pulse of the town and understand the issues that affect our community. We will actively support the emergence of other leaders within the community and use our position to support them where appropriate.

We deliver high-quality services which represent value for money and efficient use of our share of council tax funds.

We will continually strive to maximise what we get for every pound we spend and aim to ensure that everything we do is looked on as being the best it can be.

We work collaboratively to strengthen the whole Knutsford community.

We recognise that working in partnership with others means we can both deliver more for Knutsford and also take advantage of the incredible skills and passion within the community.

We ensure our staff feel valued and empowered.

Our staff are our greatest asset and fundamental to our ability to deliver this plan and serve the community. We want to ensure we get the best from our staff, that they feel confident in their roles and are able to demonstrate initiative, leadership and espouse the other values of our organisation.

ABOUT THE ROLE

The Town Clerk is the council's chief officer and reports to the Council as a corporate body. You will have overall responsibility for the management of the council's services and ensuring good governance. It is a busy and varied job, with involvement across all areas of council activity. The role of Town Clerk is multifaceted and every week is different.

At the core of the role, you will ensure the council is well managed, overseeing the delivery of the council's services and working with the council and other staff to deliver continual improvement in service delivery.

You will be responsible for the delivery of the council's strategic plan, working with members to develop annual action plans and ensuring their completion.

You will ensure the council operates within the statutory frameworks which govern it, this will include compliance with local council law, data protection and freedom of information requirements. This will also include relevant licensing obligations (in relation to events and the market hall which is a licensed premises). You will ensure the council remains up-to-date with best practice and any changes in governance expectations.

You will manage an effective democratic body, ensuring council and committee meetings operate smoothly and members have the information needed to make effective decisions. This will include working with members to develop proposals and developing proposals on your own initiative and with the wider staff team. You will ensure the council's decisions and policies are implemented. You will provide advice and guidance to members, both within council meetings and outside meetings, to support them in their roles.

You will lead the council's staffing team, ensuring staff are well managed and motivated and that the council's obligations as an employer are met. This will include line management responsibilities for the management team.

As Responsible Financial Officer, you will be responsible for the council's finances, ensuring effective accounting systems are in place, that procurement requirements are met and monitoring and drafting budgets.

You will maintain strong positive relationships with other public sector bodies, community organisations and other partners in the town, to support the effective working of the town council and wider community.

Overall, you will strive to ensure Knutsford Town Council can best serve its residents and to make Knutsford the best it can be.

FROM THE TOWN MAYOR

Cllr Peter Coan has been a Town Councillor since 2007 and is currently serving his fourth term as Town Mayor. Throughout his time on the council Peter has been an active member of many council committees.

I am a proud Knutsfordian, and part of that pride is from the quality, ambition and impact that Knutsford Town Council has. Our residents deserve the best, and that is what we strive to deliver.

The Town Council has grown considerably during my time on the council, taking back responsibility for local assets like our markets, allotments and public toilets, and taking on services like running our *Green Flag* cemetery. Alongside this, we have responded to needs and opportunities to grow our services, tackling town maintenance issues with our Town Rangers, supporting local businesses, promoting tourism and delivering an outstanding programme of community events.

The continued success of Knutsford Town Council relies on a strong and effective Town Clerk, leading our dedicated staff and working with elected members to make things happen. We have an ambitious strategic plan, and we need a dynamic forward thinker who can help us achieve this.

With Cheshire East Council continuing to face financial challenges, it is inevitable that this will lead to further pressures on the Town Council to step up and deliver more for Knutsford – we're already in discussion about acquiring Knutsford bus station, to make better use of the space and enhance the asset for the town.

We welcome applications from existing clerks and deputy clerks, those in other local government roles and those from outside the sector who have the knowledge, skills and attitude required to serve in this challenging role. We'll provide all the training and support you need to excel.

Best of luck in your application.



FROM THE OUTGOING TOWN CLERK

Adam Keppel-Green has been Town Clerk since 2014 and will be leaving Knutsford Town Council in November when he takes up the Chief Officer (Town Clerk) role at Congleton Town Council.

I joined Knutsford Town Council in 2012, starting as the Deputy Town Clerk and quite quickly becoming Acting Town Clerk (2013) before being confirmed as Town Clerk in 2014. During my time with the council, it has been through a transformation from a small organisation with few services, to a major part of everyday town life.

The council adopted an ambitious corporate plan in 2023 which sets out six key aims to support the town. The council doesn't sit back and wait for action and has been proactive in its approach to ensuring Knutsford has the services and facilities it needs, and it has constantly been exciting, interesting and challenging working to deliver for Knutsford.

There is a good level of civility and respect within the council chamber, and I have enjoyed a positive working relationship with almost all councillors during my time. The council has not been overly political, and councillors have all worked together with a common agenda of what is best for Knutsford.

You will be joining a great staff team with dedicated officers who are all invested in the work of the council and its mission to support Knutsford. There is real camaraderie and all officers demonstrate commitment to their roles, regularly going the extra mile.

The council has always been supportive of personal development and has provided opportunity for me to learn and develop my knowledge and skills over my time here, this has included regular attendance at sector conferences, completion of relevant qualifications, and regular CPD courses and webinars.

One of the challenges for the new Town Clerk will include delivery of a programme of refurbishment to the Council Offices, a Grade II listed building which also provides space for community use and hosts services such as the Citizens Advice; much of the planning work for this has been commenced and it represents the final asset devolved from Cheshire East to receive investment after previous works to our chapel, public toilets and market hall.

After 14 years with the council, I felt the time was right for a change and a great opportunity presented itself. The decision to leave has been genuinely difficult, because I have really enjoyed my time here and found its work and successes hugely rewarding. I have no hesitation in recommending you apply for this position, and I will be happy to help the new Town Clerk settle into the role.



WORKING FOR THE TOWN COUNCIL

We recognise that our biggest asset is our staff, and we are committed to getting the best from you by providing access to appropriate training and development throughout your employment with us.

You will lead a small supportive team in the Council Offices and work with the 15 elected councillors to deliver the council's corporate strategy, working to make Knutsford the best town it can be. You will receive a twice-yearly appraisal meeting which will be focused on employee development and problem solving.

We provide an Employee Assistance Programme to give our staff additional support. This provides you (and your partner and any children aged 16-24 in full time education living in your household) access to a 24-hour confidential support helpline for a range of issues including stress and anxiety, bereavement, financial wellbeing, consumer rights and relationship support. It also provides access to formal counselling which can include CBT.

As a thank you for your hard work the council provides a subsidised meal for staff at a local restaurant each Christmas and arranges an annual team building day to foster strong bonds within the office and wider council team.

The council operates a flexible working policy to ensure staff do not work more for more hours than they are paid; this allows staff (with agreement of their manager) to build a credit or debit balance of two working days to be carried over at the end of each month.

The council provides 33 days of annual leave (including bank/public holidays; pro-rata for part time employees) and operates a scheme to enable staff to buy/sell up to one week of annual leave each year. Annual leave entitlement increases by three days (pro-rata) after five years' service.

We will reimburse out of pocket costs (with advance manager approval) and mileage at 55p per mile when driving on council business and will also provide reimbursement for lunch/dinner when working at events away from the office.

The council employs staff in accordance with the NJC Green Book terms.

JOB DESCRIPTION

GENERAL

1. To ensure that legal, statutory and other provisions governing of affecting the running of the council are observed
2. To administer the meetings of the council, to advise its members on policy, strategy, procedure and performance, and to implement decisions of the council.
3. To ensure that the council's obligations are met with regard to health and safety and to ensure all risk assessments and insurance requirements are met
4. To be responsible for the council's compliance with data protection and freedom of information requirements
5. To ensure council policy is regularly reviewed, implemented and adhered to.
6. To create, present to council and manage such business plans and strategies as required to ensure the efficient operation of the council and its delivery for the community
7. To lead and motivate the staff team including to ensure all staff are effectively managed in accordance with the council's staffing structure
8. To monitor the staff roles and role structures of the council and recommend to council any changes required.
9. To draw up recommendations and proposals for the consideration, both your own initiative and as a result of suggestions from members. To advise council and its members on the practicality and likely effect of specific courses of action
10. To positively promote the council and work with residents, visitors, stakeholders and external partners.
11. To ensure the council's assets are protected, maintained and managed effectively
12. To ensure the council's services and events are delivered effectively and deliver outcomes for the community
13. To monitor and report on all contracts held by the council and recommend full council or the relevant committee any actions or improvements required.
14. To ensure the council maintains effective and open communication channels with the community
15. To issue notices and prepare agendas and minutes for the Town Meeting. To attend the assemblies of Town Meeting and to implement the decisions made at the Town Meeting.



FINANCIAL MANAGEMENT (RESPONSIBLE FINANCIAL OFFICER)

16. To be the council's Responsible Financial Officer and fulfil duties as required by statute and the council's Financial Regulations
17. To keep fiscal records and accounts. To monitor and balance the council's accounts and prepare records for audit purposes and required claims for VAT.
18. To prepare budget estimates for consideration and maintain accurate records of income and expenditure.
19. To ensure the timely calculation and payment of salaries, national insurance, income tax and pension contributions.
20. To receive and report on invoices for goods and services to be paid for by the council. To ensure all such accounts are settled with a timely manner.
21. To ensure invoices are issued on behalf the council for goods and services provided and ensure payment is received in a timely manner.
22. To ensure appropriate procurement processes are followed when applicable including the writing of tenders and the processing of quotes.

OTHER

23. To attend the conferences of the National/Cheshire Association of Local Councils, Society of Local Council Clerks and other relevant bodies as a representative of the council as required.
24. To act as a representative of the council as required.
25. To carry out any other such duties that the council may reasonably require.

PERSON SPECIFICATION

EDUCATION AND TRAINING

Essential

- GCSE/O Level (or equivalent) at C/4 or above in English and Mathematics
- Certificate in Local Council Administration (or the ability to complete this within 18 months of appointment)
- Evidence of commitment to continued professional development

Desirable

- Educated to degree level or higher
- Relevant professional qualifications

SKILLS AND KNOWLEDGE

Essential

- Excellent written and verbal communication skills, including effective report writing and public speaking skills
- Ability to convey complex information to a variety of audiences
- Strong IT skills
- Strong project management skills
- Knowledge of local council finance requirements including audit, accounting principles and VAT law

Desirable

- Ability to interpret legislation and statutory guidance
- Knowledge of local authority burial law
- Knowledge of the English planning system including neighbourhood planning
- Knowledge of public procurement requirements

EXPERIENCE

Essential

- Experience in strategic and operational management of an organisation
- Experience managing budgets
- Experience managing and leading staff
- Experience in stakeholder management, including building productive partnerships with community groups, external agencies, and principal authorities

Desirable

- Previous experience as a Clerk/Deputy Clerk to a town or parish council
- Experience working with elected members

PERSONAL ATTRIBUTES

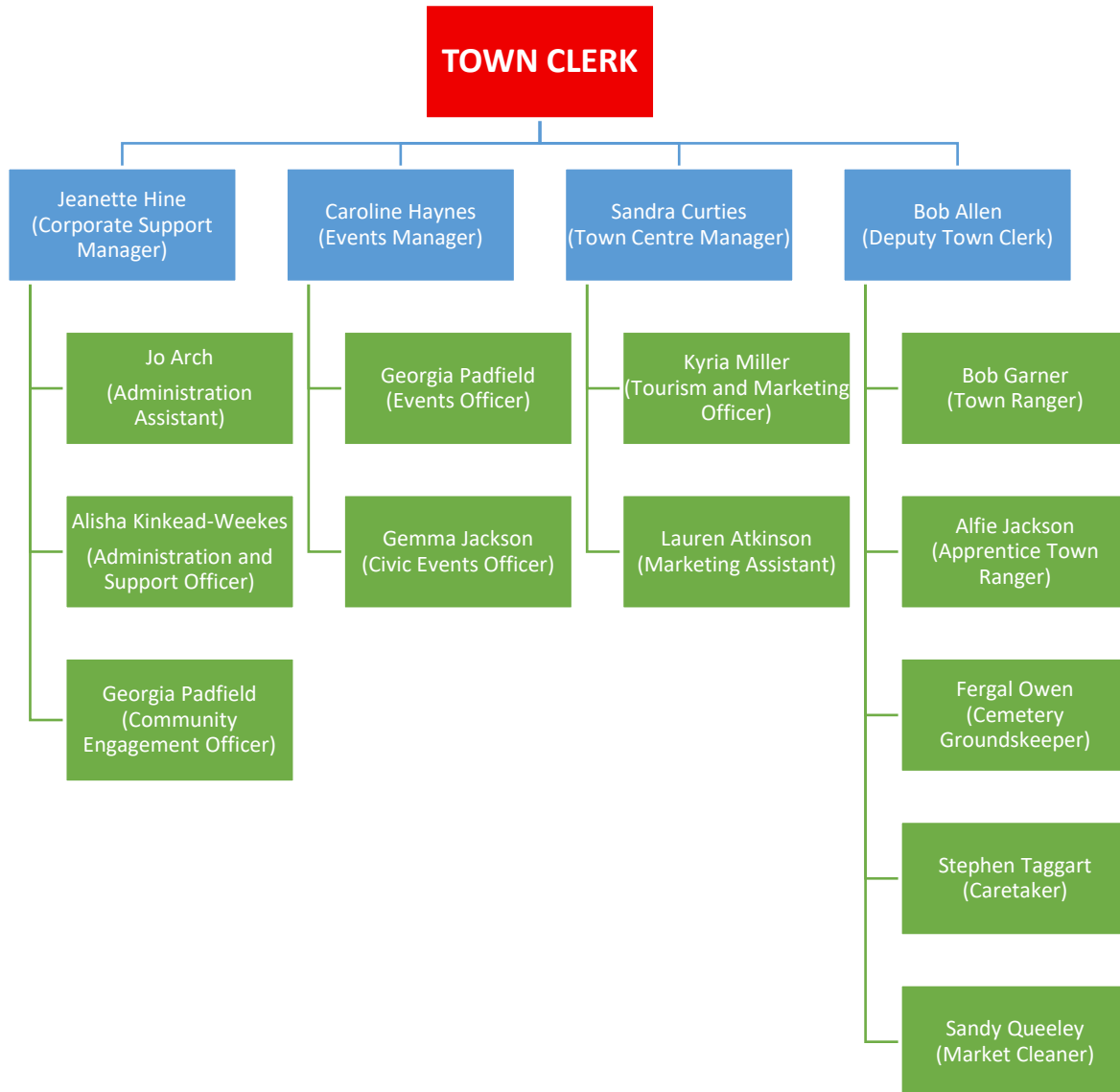
Essential

- Ability to manage a busy and diverse workload
- A flexible, enthusiastic and proactive approach to work
- Value the importance of community and the work of the town council
- Ability to regularly attend evening meetings

Desirable

- Driving Licence and access to own vehicle for work

ORGANISATIONAL STRUCTURE



PRINCIPAL TERMS OF EMPLOYMENT

The detailed terms of employment will be confirmed in a written contract which will be issued on your first day of employment.

JOB TITLE

Town Clerk and Responsible Financial Officer.

LOCATION

You will work from the Town Council Offices on Toft Road in Knutsford.

SALARY

The grading of the role has recently been independently appraised and is set at the LC4 Below benchmark of the NALC/SLCC job evaluation scheme. This corresponds to a salary of SCP 46-49 (£58,523 - £62,852 per year).

These values are set nationally and usually adjusted for inflation annually.

HOLIDAY

You will receive 33 days paid annual leave, including all bank and public holidays. This will increase to 36 days after five years' service.

You will have the opportunity to buy/sell up to a week of additional annual leave.

PROFESSIONAL MEMBERSHIP

The council will fund your membership of the Society of Local Council Clerks, the professional body for the role.

SICKNESS

The council operates a council sick pay scheme that provides full pay during sickness absence for a set period of time which increases with length of service.

HOURS OF WORK

This is a full time role working 37 hours per week.

There will be a regular requirement to work evenings for council meetings. Formal meetings are held on Mondays.

There will be an occasional requirement to work weekends to support council events. You will take this time back through our flexible working policy.

PENSION

You will be enrolled in the Cheshire Local Government Pension Fund, a career average defined benefits scheme.

PROBATION PERIOD

New starters are subject to a six-month probation period.

SELECTION PROCESS AND INTERVIEWS



The closing date for applications is **Friday 21st August 2026**.

A shortlisting panel will then review each application and score it based on how well you meet the essential and desirable attributes on the person specification. We only use the information contained in the application form and will not consider supplementary information in CVs/covering letters. We will aim to complete shortlisting by Friday 28th August and contact candidates that day.

A first round of interviews will be held on Wednesday 9th September, with five members of the Personnel Committee. We will ask a series of questions designed to help us get to know you and build upon your application to assess your suitability for the role.

We will then invite a narrowed shortlist of candidates to second interview on 22nd September. This interview will be in three parts, commencing with a presentation (the topic will be provided in advance) to the whole Personnel Committee, followed by an informal interview/Q&A with a panel of staff and concluding with a final series of questions from the Personnel Committee.

We aim to make a decision on a preferred candidate by Friday 25th September.

We would then work with the successful candidate to agree a start date.