



## **NALC CHIEF OFFICER CANDIDATE PACK**

- Welcome letter p2
- Job Description & Key Tasks p3
- Person Specification p4
- Main Terms and Conditions p5
- Recruitment timetable p5
- Application process p5
- Appendix: About NALC p6



Date: 2 February 2016

Dear Candidate

Thank you for your interest in the position of NALC Chief Officer.

The Northumberland Association of Local Councils (NALC) is an organisation which represents the interests of parish and town councils across Northumberland and Newcastle. Managed by a county committee composed of councillors and clerks, NALC provides support, advice and training on a wide range of topics either directly or through commissioned specialist providers on topics such as financial management, council procedures, community projects and communications.

NALC also works on behalf of its member councils with other organisations at regional, county and district level and with professional bodies such as the Society of Local Council Clerks.

The NALC Chief Officer is hosted by Community Action Northumberland (CAN) from their offices in Pegswood, near Morpeth, as part of a rolling three year agreement. CAN provide direct administrative and management support to the NALC Chief Officer in carrying out their role as well as a very supportive office environment.

The outgoing Director, David Francis, is stepping down from the role in March 2016 but will continue to offer mentoring support in recognition of the likely development needs of the new postholder. The CAN team will also play a key role in assisting the new postholder to settle in and operate effectively.

The job offers an exciting opportunity to the right candidate who will be a vital part in leading and delivering the service to members.

If you have any questions please feel free to contact either Andy Dean, CAN Chief Executive at [andydean@ca-north.org.uk](mailto:andydean@ca-north.org.uk) or David Francis at [davidfrancis@ca-north.org.uk](mailto:davidfrancis@ca-north.org.uk).

Yours sincerely

**Ray Butler**, Chair of NALC  
**Andy Dean**, Chief Executive of CAN

[butler564@btinternet.com](mailto:butler564@btinternet.com)  
[andydean@ca-north.org.uk](mailto:andydean@ca-north.org.uk)



## Job Description

Job Title:	NALC Chief Officer
Employer:	Community Action Northumberland
Hours Worked:	20 hours per week (negotiable with selected candidate)
Salary:	NJC points 33 to 36 (£28746 to £30978) pro rata
Accountability:	i) To the NALC County Committee, usually via the Chairman of the County Committee in relation to the work programme ii) To the Board of CAN usually via the Chief Executive who will be responsible for HR matters and co-ordinate an annual performance review.
Job Purpose:	To lead NALC and deliver its services to members

## Key Tasks

1. Overall management of NALC and, in the role of Secretary, organising and supporting the NALC County Committee (normally 6 meetings pa) and AGM.
2. Convening and advising NALC working groups (e.g. Local Council Awards scheme, Charter review).
3. Provision and coordination of expert advice to individual parish and town councils (training and development support will be provided as appropriate).
4. Planning, coordination and delivery of training events.
5. Liaison and collaboration with external organisations including Northumberland County Council, Northumberland National Park, Newcastle City Council, the Society of Local Council Clerks and the National Association of Local Councils.
6. Representing NALC at outside meetings and responding to relevant consultations.
7. Monitoring and dissemination of relevant information including drafting material for NALC e-news (monthly), the NALC website and briefing papers.
8. Drafting NALC's annual report and managing NALC finances.
9. Contributing to CAN policy, influencing and communications activities.



## **Person Specification**

This is a guide to applicants of the main qualities we seek in the new NALC Chief Officer. A programme of support will be given to the successful candidate to enable them to develop the specific knowledge which the job requires. All the listed features are considered desirable and candidates are encouraged to provide evidence to support them.

1. Experience of working in a partnership environment, collaborating across a number of organisations.
2. Knowledge and understanding of local government law, procedures, functions, finance and structures.
3. An understanding of public policy and how it relates to parish and town councils, as well as experience of analysing, summarising and disseminating policy to a 'lay audience'.
4. Organisational planning, and understanding budgets preparation and financial management.
5. The ability to think, plan and operate strategically.
6. Convincing public speaker, with good networking skills.
7. Ability and willingness to travel independently around the NALC area and beyond, and work some evenings and weekends.
8. Knowledge of ICT, website management and social media.
9. Good time-management skills and ability to prioritise activities.
10. Experience of media relations.



## Main Terms and Conditions

<b>Salary:</b>	NJC points 33 to 36 (£28746 to £30978) pro rata
<b>Hours:</b>	20 hours/week (negotiable with selected candidate)
<b>Location:</b>	Pegswood, Northumberland
<b>Annual Leave:</b>	25 days pro rata plus bank holidays and the period between Christmas and New Year
<b>Pension:</b>	CAN currently contributes 6% of salary to approved Pension providers but this might change when auto-enrolment is adopted.
<b>Working Hours:</b>	A certain amount of evening and weekend work is inevitable.
<b>Notice Period:</b>	Following a six-month probation period - notice to terminate employment is three months by either side.
<b>Sickness</b>	Following successful probation period: 8 weeks at full pay, 8 weeks at half pay and any balance to be paid at the prevailing Statutory Sick Pay rate.

## Recruitment Timetable

Deadline for Receipt of Applications: noon Friday 26 February 2016

Interview Date: Monday 7 March 2016

NB: short listed candidates will be invited to give a brief presentation on a forewarned subject.

Start date: Negotiable with the selected candidate

## Application Process

Candidates are invited to send a completed application form by email to: [andydean@ca-north.org.uk](mailto:andydean@ca-north.org.uk) to reach us by no later than noon on Friday 26 February 2016.



## **Appendix: About the Northumberland Association of Local Councils**

1. Our organisation is an association of member Town and Parish Councils covering the historic county of Northumberland. Its members are the councils themselves; they pay a membership fee based on:
  - a) a flat fee charged to all councils;
  - b) a sliding scale fee based on electorate payable directly to the National Association of Local Councils and;
  - c) a sliding scale fee based on the Council Tax base payable to our county association.

The association is managed by a County Committee selected from councilors and clerks of those member councils.

Our staff are employed by Community Action Northumberland (CAN), which also supply us with an office and other services for which it receives an annual agreed fee.

2. The association has four main functions:
  - To protect and promote the interests, rights, functions and privileges of members
  - To assist members in the performance of their duties and to promote and develop the economic, social, cultural and recreational life of parishes
  - To promote widespread and well-informed interest in local government
  - To promote good local government.
3. The bulk of the business of the association is fulfilled by our Chief Officer. This covers issues including:
  - Technical help on all aspects of running a local council including their statutory roles in work covering: Allotments; Burial grounds; Memorials; Bus shelters; Open spaces; facilities management; town centre management; Play areas; etc.
  - Legal advice on issues affecting councils
  - Issues concerning performance of councillors, such as discipline and ethical questions including code of conduct, standing orders etc.
  - Development and delivery of an annual training programme
  - Interaction of councils with other bodies
  - Charter implementation and review
  - Parish Planning
  - Assisting councils to relate to other bodies including County Council, National Parks Authority, Area Committees, or other local organisations.
4. Aspects of NALC work that are carried out on our behalf by CAN include:
  - CAN provides an employment and development service for the NALC Chief Officer.
  - CAN's staff provide financial and other support services to NALC including administration, organisation of meetings, distribution of papers, financial management, subscription management, hall and equipment hire, etc.
  - CAN, in its own right and as resources permit, endeavours to provide further services to parish and town councils and others in relation to such issues as

project development, funding, community development and local service provision.

A Memorandum of Understanding is in place between NALC and CAN setting out the agreed relationship between the two organisations in detail.

5. CAN staff involved in the assistance to NALC are the Administration and Finance staff and Louise Currie who assists with training and contributes to Parish Clerks' qualifications. All other tasks are the responsibility of the NALC Chief Officer.

**More information about NALC can be found at:** <http://www.northalc.org.uk/>

**More information about CAN can be found at:** <http://ca-north.org.uk/>