



Northumberland Association
of Local Councils



NALC CHIEF OFFICER CANDIDATE PACK

- Welcome letter p2
- About NALC p3
- Job Description & Key Tasks p4
- Person Specification p6
- Main Terms and Conditions p7
- Recruitment timetable p7
- Application process p7



Northumberland Association
of Local Councils



Date: Friday 17th June 2022

Dear Candidate

Thank you for your enquiry about the position of NALC Chief Officer.

The Northumberland Association of Local Councils is an organisation which represents the interests of parish and town councils at all levels, whilst offering specialist training, advice and other support to its members. Managed by a county committee, it supports councils on topics such as financial management, procedures, insurance, new Conference training, websites, town and country planning, support to community projects, newsletters, premises management and village greens.

NALC also works on behalf of its member councils with other organisations at regional, county and local level and with professional bodies such as the Society of Local Council Clerks. NALC is the contact point for parish and town councils in the Northumberland and Newcastle area with the National Association of Local Councils.

The service is provided to NALC by Community Action Northumberland (CAN), which is one of 38 Rural Community Councils in England and works to support communities and individuals throughout rural Northumberland. CAN will be the employer of the NALC Chief Officer.

The outgoing Chief Officer, Stephen Rickitt, is retiring later in 2022 and will remain in position to enable a smooth handover to the successful candidate.

NALC is a valued and trusted partner to our local authorities, the combined authority, local and regional organisations. The job will offer an exciting challenge to the right candidate who will play a vital part in leading and delivering the service to members.

If you have any questions please feel free to contact Andy Dean at andydean@ca-north.org.uk

Yours sincerely

Alex Wallace, Chair of NALC
Andy Dean, Chief Executive of CAN

alex_wallace@hotmail.com
andydean@ca-north.org.uk

www.ca-north.org.uk

T. 01670 517 178
E. info@ca-north.org.uk

UNIUN Enterprise Building,
Front Street, Pegswood, Morpeth,
Northumberland, NE61 6RG

Community Action Northumberland is a company limited by guarantee (reg no. 07805401), and a Charity (reg no. 1144604)



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 (i.e. what are now Northumberland, Newcastle and North Tyneside).

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.

2. 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 the County and City Council, Combined Authority, National Park Authority, Area Committees, other local organisations and the National Association of Local Councils.

3. 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.

4. NALC members are the 155 councils themselves (149 in Northumberland and 6 in Newcastle); 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 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.

More information can be found at <https://northumberlandalc.uk>



Northumberland Association
of Local Councils



Job Description

Job Title:	NALC Chief Officer
Employer:	Community Action Northumberland
Hours Worked:	20 hours per week (negotiable with selected candidate)
Salary:	SCP points 27 to 30 (£31,895 to £34,373) 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, responsible to NALC's membership via its honorary officers and county committee.
2. In the role of Secretary (as provided by the constitution) organising, advising, supporting, and attending NALC County Committee as arranged and AGM. It is anticipated these will be a mixture of face-to-face and digital meetings.
3. Convening and advising occasional NALC working groups
4. Provision and coordination of expert advice to individual PCs
5. Planning, delivery, and coordination of training events. This are now mostly evening digital events.
6. Liaison and collaboration with local and regional bodies including the City and County Councils, the National Park Authority, and the North of Tyne Combined Authority.
7. Representing NALC at outside meetings.
8. Monitoring, reading and assimilation of key sources including websites, emails, briefings, local media.



Northumberland Association
of Local Councils



9. Drafting of NALC e-news regularly, website material, briefing papers etc.
10. Contributing to CAN's external policy and influencing work, and communications.
11. Input to Society of Local Council Clerks meetings as needed.
12. Monitoring of and input to the National ALC and meetings with other County Associations.
13. Drafting and making an input to relevant local and national consultations.
14. Drafting NALC's annual report.
15. Overseeing NALC's finances, including budgets and accounts.



Northumberland Association
of Local Councils



Person Specification

This is to give a guide to applicants as to what knowledge, skills and abilities we are expecting. This should not be viewed as a comprehensive list but the main qualities we seek in the new NALC Chief Officer. We intend to assess them through the candidate's application form, CV, interview, and tasks. All the listed features are considered very desirable, and we will be looking for evidence from candidates to support them. We will be taking up references when appropriate.

1. Experience and knowledge of local government law, procedures, functions, finance and structures. This might be either as an officer or a councillor.
2. The successful candidate will be supported to obtain the Certificate in Local Council Administration, if required, within 18 months of taking up the post if it is not already held. The Employer will meet the fees involved.
3. An understanding of public policy and how it relates to local councils, as well as experience of analysing, summarising, and disseminating public policy to a 'lay audience.'
4. The ability to operate within a political environment.
5. Organisational planning and understanding budgets preparation and financial management.
6. The ability to think, plan and operate strategically.
7. Competent public speaker, with good networking skills.
8. Ability and willingness to travel independently around the NALC area and beyond, and work evenings and weekends.
9. Knowledge of ICT, website management and social media.
10. Good time-management skills and ability to prioritise activities.
11. Experience of media relations.



Northumberland Association
of Local Councils



Main Terms and Conditions

Salary:	SCP points 27 to 30 (£31,895 to £34,373) pro rata.
Hours:	20 hours/week (negotiable with selected candidate).
Location:	Working from home and from CAN's base in Pegswood (UNIUN Enterprise Building, Front Street, Pegswood, Morpeth, NE61 6UF) as appropriate within CAN's 'Blended Working' policy.
Annual Leave:	25 days pro rata plus bank holidays and the period between Christmas and New Year.
Pension:	An employer contribution of 6% applies unless you decide to opt-out of the scheme.
Working Hours:	A certain amount of evening and weekend work is inevitable.
Travel:	You must provide a taxed, appropriately insured and roadworthy car for the job. Approved journeys by car will be reimbursed at the prevailing HMRC tax-free rate as outlined in the CAN travel expenses policy.
Notice Period:	Following a six-month probation period - notice to terminate employment is three months by either side.
Other:	This post is subject to CAN's policies and procedures, covering such matters as, sickness, capability, discipline, health and safety, and others.

Recruitment Timetable

Deadline for Receipt of Applications: **Noon on Monday 11th July 2022**

Interview Date: **Thursday 21st July 2022**

NB: short listed candidates will be invited to send a short written report on a given topic and give a presentation on a forewarned subject.

Application Process

Candidates are invited to complete the application form and send it by email as an attachment to info@ca-north.org.uk to arrive by noon on Monday 11th July 2022.