



BECKINGTON PARISH COUNCIL



EXECUTIVE OFFICER RECRUITMENT PACK OCTOBER 2025



Council HR and Governance Support
Excellence in all we do

A Warm Welcome from Cllr Paula Fox, Chair of Beckington Parish Council

Welcome to Beckington Parish Council.

Thank you for requesting the application pack for the vacancy of Executive Officer/Parish Clerk to Beckington Parish Council.

We are a proactive Council with seven members and a Clerk supporting the Council. Although members are very busy as most of us have day jobs we are all very keen to support and improve our community.

Over the past eighteen months a great deal of work has been undertaken on the development of the Beckington Neighbourhood Plan. This has taken up the majority of our time and we have been supported by a small but enthusiastic Steering Group who have been steering the Plan to Regulation 14.

The Parish has also been subject to three large planning applications which the Parish Council, using an external Planning Consultant, has objected to mainly on the grounds of the inability of the existing infrastructure, especially sewage and water, to cope with the additional pressure as well as impact on heritage assets and landscape. One has been turned down on appeal, one has been turned down by the planning authority and the final application is expected to be considered by the Somerset planning committee in October. This is not our usual approach: we are very supportive of parishioner applications to improve their homes. The parishioners are not NIMBY anti-development but rather in a planned way to protect the historic rural heritage and landscape.

Other projects include a full review of the local cycle and footpath network (known as the LCWIP) to improve the network and access in general, the provision of two new bus shelters and a cycle rack with funding from S106 and an emerging Community Plan.

The Council will also be monitoring what additional services they may wish to deliver through devolution from Somerset and is looking to improve maintenance and care of the areas it is responsible for at present.

We are seeking a dynamic, enthusiastic and knowledgeable Person to take over from our existing Clerk. You will be expected to have a good working knowledge of local government and to achieve the various qualifications required within the next six months if you do not already possess them.

It is an exciting time to join the Parish Council and we all look forward to entering our next stage of development with a new Clerk to help direct, support and report on our exciting phase.

Cllr Paula Fox

Chair of Beckington Parish Council

The Role

About the role

Are you an experienced leader with the vision, drive and integrity to make a real difference? Do you want a role at the heart of local democracy where you can drive meaningful change?

Beckington Parish Council is seeking an experienced and proactive Executive Officer (and Responsible Financial Officer) to lead its operations and strategic initiatives. This pivotal part time role offers a rewarding challenge – ensuring the Council functions effectively, meets statutory obligations, and delivers exceptional services to the community. You will provide clear, professional advice to councillors, support evidence-based decision-making, and ensure that policies and priorities are delivered in line with statutory duties.

You will:

- **Strategic advice** – Support councillors with development of projects, advising on future priorities and direction and support the delivery of the Neighbourhood Plan
- **Financial Management** – Oversee budgets, precepts, and financial records including the inputting of financial data into the accounts package.
- **Community Engagement** – Be the first point of contact for residents and stakeholders.
- **Compliance & Governance** – Ensure statutory duties and best practices are upheld, including the preparation of council meetings and related statutory obligations.

What you'll bring

We are looking for someone with strong commercial acumen and excellent communication skills. You be able to navigate local government complexities while guiding councillors and partners to remain focused on the community needs. As local government structures evolve, you'll be confident working with ambiguity, adapting to change, and reshaping systems and approached for future challenges. The successful candidate will bring confidence, resilience, collaborative leadership and strategic focus.

Local government or Clerk experience is an advantage, but we welcome candidates with transferable skills and a willingness to work towards the Certificate in Local Council Administration (CiLCA) (with training support provided).

If you are collaborative, community-minded and eager to support councillors in delivering for Beckington, we welcome you to apply.

How to apply

Contact recruitment@chrgs.co.uk to receive a candidate pack and application form.

Applications must be received by 5pm, Sunday 2nd November

Interviews will be held w/c 17th November.

About Beckington and the Council

Beckington comprises of the village of Beckington and hamlets of Rudge and Standerwick. It is located approximately 3 miles north east of Frome, 6 miles south west of Trowbridge, and around 10 miles south east of Bath. The A36 runs through the Parish, connecting Southampton and Bath. Frome railway station provides connections to larger settlements including Bristol, Weymouth, Gloucester, and London.

The historic core of the Parish is an important Conservation Area, The population of Beckington parish has grown steadily over the years with various new housing developments, the largest of these are to the north and east of the village. The parish also includes two hamlets, Rudge to the east and Standerwick (of which only a small part of is within Beckington parish) to the south along the A36. According to the 2021 censuses the population stood at 1,172.

Beckington is served by Bath Road from the north, Warminster Road from the east and Frome Road from the south. The centre comprises a range of small businesses which sit around the confluence of the three main routes into the village. Other facilities include a church, a primary school, a prep school, a nursery, The Woolpack, Beckington Motors, Mes Amis Café, The Foresters, Beckington Memorial Hall, the recreation grounds, and tennis club. Travelodge, Starbucks and the BP/M&S service station are situated on the edge of Beckington alongside the bypass. Facilities in Rudge and Standerwick include The Full Moon Inn, The Bell and an indoor bowls club. Beckington is known for its welcoming and supportive community spirit.

The area is known for its historic architecture, including Grade II listed buildings, and its proximity to the Mendip Hills and the market town of Frome. From its medieval wool trade legacy to its creative spirit, Beckington balances tradition with vibrancy.

Beckington Parish Council was formally established under the Local Government Act of 1894. The council operates within the framework of Somerset Council (unitary authority) and planning comes under the Mendip and is based on the old district council boundary.

The Council's remit includes:

- Reviewing planning applications
- Maintaining some of the main public footpaths in the village
- A number of parish assets including grit bins and bus shelters
- Supporting local organisations through grants
- Representing community interests in wider governance forums



Key initiatives and projects

Neighbourhood Plan

The council and community is actively developing a Neighbourhood Plan for Beckington, Rudge, and Standerwick to help plan for future development in the parish and protect the area's rural identity.

- ♦ Status: The plan is currently awaiting Reg 14 submission
- ♦ Scope: green space, infrastructure and heritage protection
- ♦ Engagement: Public consultations, business forums and residents surveys
- ♦ Legal Status: Once adopted, the plan will form part of the statutory development framework used by Somerset Council in planning decisions

Local Cycling and Walking Infrastructure (LCWIP)

As part of the wider Somerset LCWIP initiative, which aims to improve active travel routes across the county as well as promoting sustainability and health, Beckington Parish Council has developed an LCWIP with the following goals. The next stage of development and delivery is currently being discussed:

- ♦ Goals: Safer walking and cycling connections to Frome and surrounding villages
- ♦ Council role: Liaison with county officers, parish representation in consultations and community engagement

Community Plan

Help to develop a Community Plan based on feedback from the Neighbourhood Plan consultation exercises and previous Bettering Beckington initiative. The Community Plan will:

- ♦ Help identify community priorities
- ♦ Identify funding requirements
- ♦ Address the needs of the community

Planning

Respond to Planning Applications with focus on protecting the charm of the village while balancing development with infrastructure needs.

Grants

Continue to provide start up and seed funding grants to local community organisations to help maintain important community bodies and increase access to local provision.

Highways & Infrastructure Maintenance

Ongoing collaboration with Somerset Council to address local infrastructure needs with focus on drainage, foot-paths, pothole repairs and street cleaning.

With local government structures evolving, the council may become responsible for additional assets and services currently undertaken by Somerset Council.



The Council

Councillor and working group/project

The Councillors take on lead responsibilities for various projects and these are detailed below.

- Paula Fox - Chair and Section 106 Coordinator
- Simon Milner - Vice Chair, Lead for LCWIP, Bus Shelters and timetables
- Liz Wright - Planning Lead, footpaths & Public Rights of Way, Representative for Rudge
- Anne Owen - Deputy Planning Lead
- Clive Winterbourne - Lead for Local Environment and Council Assets
- Kevin Bishop - Highways and Transport Lead
- Vacancy x 1

Council Staff

- Executive Officer & RFO - Vacancy

Draft Budget FY 2025/26

INCOME	2024/25	2025/26
Precept	£45,501	£55,545
Interest	£800	£1,500
VAT Refund	£0	£0
Allotment Rent	£50	£50
TOTAL	£46,351	£57,045

EXPENDITURE

ADMINISTRATION	2024/25	2025/26
Staff Costs	£8,000	£9,000
Clerk Expenses	£500	£500
Council Expenses/IT	£250	£600
Councillor Expenses	£250	£200
Training	£500	£500
Bank Charges	£250	£100
Recruitment	£0	£0
Hall Hire	£300	£600
Insurance	£600	£600
Subscriptions SALC	£350	£400
Subscriptions SLCC	£100	£125
Subscriptions HR	£700	£700
Internal Auditor	£200	£250
External Auditor	£250	£300
Website	£200	£800
Accounts Subscription	£400	£120
TOTAL	£12,850	£14,795

GRANTS/DONATIONS	2024/25	2025/26
Grants	£1,000	£2,000
Donations	£1,000	£0
TOTAL	£2,000	£2,000

MISCELLANEOUS	2024/25	2025/26
Legal Fees	£500	£1,500
TOTAL	£500	£1,500

PROJECTS	2024/25	2025/26
Bettering Beckington	£1,000	£0
Footpath Map/Guidebook	£2,000	£3,000
Bus Shelter (Frome Rd)	£2,000	£2,000
LCWIPS	£4,000	£1,000
Neighbourhood Plan	£3,000	£5,000
Planning Consultants	£0	£9,000
TOTAL	£12,000	£20,000

Draft Budget FY 2025/26

SERVICES	2024/25	2025/26
Grass/verge Cutting/weedkilling	£5,000	£5,000
Gritting/Grit	£250	£300
Garden Bins	£125	£500
Parish Maintenance	£3,000	£5,000
Allotments	£0	£500
Parish Steward	£10,626	£7,500
TOTAL	£19,001	£18,800

OVERVIEW	2024/25	2025/26
Income	£46,351	£57,095
Expenditure	£46,351	£57,095

	2024/25	2025/26
Precept	£45,501	£55,545
Tax Base	541.41	541.38
D Band	£84.04	£102.60
% increase		22.08%

Earmarked Funds	2024/25
Bettering Beckington	£5,000
Footpath Map/Guidebook	£2,000
Bus Shelter (Frome Rd)	£29,000
LCWIPS	£9,000
Neighbourhood Plan	£13,000
Community Projects	£30,000
Locum Cover (Illness)	£5,000
Grass/verge Cutting/weedkilling	£5,000
Gritting/Grit	£5,000
Garden Bins	£5,000
Parish Maintenance	£6,500
Allotments	£2,000
Parish Steward	£16,400
	£132,900



BECKINGTON PARISH COUNCIL

JOB DESCRIPTION

Job title: Executive Officer

Reports to: Council

Location: Town Hall

Salary: SCP 29 - 32 (£39,862 - £42,839) depending on skills and experience.

Candidates without the relevant local government qualifications can expect to start at SCP 29 and receive an incremental increase on completion of qualifications.

Hours: Part time – 20 hrs per week with a requirement for some evening work to attend Council, Committee and working group meetings

Annual leave: 23 days rising to 26 days after 5 years' service Plus: public holidays; 2 statutory leave days; and 2 local days normally taken between Christmas and New Year.

A Main Purpose of the Job

The Executive Officer is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve all the notifications required by law of a local authority's Proper Officer.

The Executive Officer is the designated Responsible Financial Officer (RFO) and as such is under a statutory duty to carry out all the functions required by law of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council.

The Executive Officer will be totally responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out.

The Executive Officer is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and, in particular, to produce all the information required for making effective decisions and to constructively implement all decisions. The Executive Officer will be accountable to the Council for the effective management of all its resources and will report to the Council as and when required.

B Areas of Day-to-Day Responsibility

- Corporate Governance (Council Policies & Accreditation)
- Council & Committee Meeting Paperwork & Administration
- Managing the Council's Finances
- Human Resources (incl. Training)
- Developing Council service policy for consideration
- Carrying out delegated responsibilities and service delivery
- Liaising with employees, Councillors, third parties and members of the public
- Personal development

C Summary of Responsibilities and Duties of the Job

The Executive Officer will be responsible for the overall management and administration of the Council. This will include:

Strategic Leadership:

- Developing and implementing the Council's strategic plans in line with community needs and priorities.
- Providing strategic advice and support to the Council.
- Identifying and mitigating risks to the Council's operations.
- Representing the Council at external meetings and events.
- Building and maintaining strong relationships with key stakeholders, including residents, businesses, community groups, and other public sector organisations

Financial Management:

- Overseeing the Council's budget and ensuring financial stability.
- Advising the Council on and preparing the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual precept requirements.
- Monitoring and managing the Council's budget and expenditure and income, cash flows and providing the Council with monthly updates.
- Prepare and maintain the councils five year rolling financial plan
- Ensuring compliance with all relevant financial regulations.
- Exploring and securing funding opportunities for Council projects.
- Acting as the Council's principal advisor on financial matters and being responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations.
- Ensuring that the Council's finances are effectively managed and monitored and advising the Council on its financial forward plan and policies.
- Ensuring that all management reports are reported to the Council and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken.
- To issue invoices on behalf of the Council for services and to ensure payment is received.
- Ensure all necessary VAT, HMRC, SSP and pension payments, financial returns and/or payments are completed and dispatched on time.
- Records, returns and public notices for the annual audit are prepared and the necessary public notices displayed.
- Appropriate financial IT systems are in place and operated, efficiently and securely.
- Ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured.
- Ensuring that an annual equipment inventory and asset register are in place and up to date.
- To ensure financial efficiencies are developed, reviewed and amended, ensuring value for money.

Operational Management:

Overseeing the delivery of Council services, including:

- Development of the Council's Strategic Plan and Neighbourhood Plan.
- Community engagement and events.
- Planning and development matters.
- Proposals for consideration through own initiative or as a result of suggestion by Councillors.
- Draft policies and scheme proposals reflecting community needs.
- Responses to third party consultation exercise.
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- Ensuring compliance with all relevant legislation and best practice.
- To ensure all Council services are delivered in an efficient and effective manner, and in accordance with Council policy.
- To ensure that the Council's obligations for risk assessment are properly met.
- To prepare, in consultation as appropriate with the Chair as necessary, press releases about activities and decisions of the Council.
- To receive correspondence and documents on behalf of the Council and to deal with these or bring them to the attention of the Council as appropriate.
- To act as a representative of the Council as required.
- To liaise with contractors regarding the procurement and fulfilment of contracts and the provision of services,
- To help organise and oversee Council civic and community events.
- Ensure compliance with GDPR legislation and associated the council's data retention policies.
- Develop effective working relationships with the council contractors including IT and communications service providers.

Communication and Engagement:

- Communicating effectively with the community, including through newsletters, social media, and public meetings.
- To oversee the development and administration of the Council's website and social media presence.
- Building and maintaining strong relationships with residents and community groups.
- Promoting the Council's activities and achievements.
- To act as a representative of the Council as required, including attending meetings with key stakeholders, positively promoting the Council within the local community and being the Council's public-facing contact.

Governance and Compliance:

- Ensuring the Council operates effectively and complies with all relevant legislation and regulations.
- Providing advice and support to councillors on governance matters.
- Maintaining accurate and up-to-date records.
- To ensure that statutory and other provisions governing or effecting the running of the Council are observed.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications. Ensure all policies are reviewed on a regular basis
- As the Proper Officer of the Council undertake all the duties that result from being the Proper Officer.
- To prepare, in consultation with appropriate Members, agendas for meetings of the Council. To attend such meetings and prepare minutes and action logs for approval.
- To study reports and other data on activities of the Council and on matters relating to those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields, and to produce reports for circulation and discussion by the Council.
- To draw up, both on his/her own initiative and because of suggestions from Members, proposals for consideration by the Council, and to advise on the practicability and the likely effects of specific courses of action.
- Reviewing and monitoring systems, processes and procedures, and updating where appropriate, making best use of appropriate IT.

Human Resources (incl. Training)

- Participate in regular one to one's and annual performance appraisal with the council.
- To secure advice from the Councils HR consultants where any doubt is held about what action to take in any given situation.

Personal Development

- To attend training courses or seminars on the work and the role of Executive Officer of the Town Council as required.
- To work towards the achievement of Certificate in Local Council Administration (CiLCA) (if not already achieved).
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

Other information**External and Internal Contacts**

Councillors, customers, contractors, suppliers, members of staff and partner agencies.
Face to face, telephone, written and electronic communication.

Working Environment

Home based with travel required for meetings.

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

The Parish Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Education/Qualifications	• Commitment to starting the CiL-CA within the first 18 months (if not already held) • Commitment to further professional development where required.	• Educated to degree or HND level or NVQ level 4 or above. • Relevant qualifications in Business Administration, Management, HR or Project Management
General skills and knowledge	• Evidence of ability to organise and manage resources effectively. • Ability to work effectively as part of a team and independently. • Strong organisational skills with the ability to manage competing priorities. • Ability to communicate with clarity and confidence both verbally and in writing. • Ability to engage effectively with a wide range of audience internally and externally. • Strong facilitation skills, able to assimilate viewpoints and establish common understanding. • Able to analyse and present information to inform timely decision making.	• Understanding of a local Council's legal framework and operating environment. • Understanding of the importance of accessible documents. • Evidence of good negotiating skills.
Experience	• Proven senior management experience • Experience in partnership or stakeholder working • Practical experience of organising and servicing meetings including, agendas, minutes, follow up actions and dealing with queries. • Experienced in report writing. • Resilient and able to work under pressure. • Practical experience of financial management, including budget setting, monitoring and reporting.	• Previous experience as a Town or Parish Clerk or Deputy, or in local government. • Experience in public facing roles. • Experience of managing projects. • Experience in producing newsletters, press releases, or social media content.

Financial management	Strong financial and budget management skills including: • Contracts procurement and management • Facilities and asset management • Risk assessments	• Experienced in long-term financial planning. • Practical experience in an appropriate accounting package.
Information Technology	• IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets, social media and the internet.	• Experience of using social media for community engagement.
Personal attributes	• Commitment to public service and community engagement • Supportive and inclusive leadership style • Resilient and self-motivated • Flexible and able to work out of office hours • Creative and forward thinking • Analytical and solutions focused • High standard of personal integrity • Commitment to CPD • Tactful and diplomatic	• Local knowledge of Beckington and surrounding area

Terms & Conditions

Executive Officer

Salary scale: SCP 29 - 32 (£39,862 - £42,839) depending on skills, experience and qualifications. Candidates without the relevant local government qualifications can expect to start at SCP 29 and receive an incremental increase on completion of qualifications.

Payment of salary: Paid after the Council meeting on the second Tuesday of the month, with payment made by the end of that week.

Probation period: The post is subject to a probationary period of 26 weeks. This may be ended earlier or extended following discussions with the Council and employee.

Conditions of Service: In accordance with the National Joint Council for Local Government Services.

Pension: Membership of NEST Pension Scheme.

Hours: 20 hours per week. Council and Committee meetings are currently held on weekday evenings. Evening and occasional weekend working will be required for which time off in lieu will be granted. It may be necessary for the post holder to work in excess of these hours on occasions to meet deadlines.

References: The post is subject to two satisfactory employment references – one from your current or most recent employer.

Place of work: Home based

Leave entitlement: Your holiday entitlement is 23 days per annum, plus the normal bank/public holidays. Annual leave entitlement increases, in recognition of length of service to 26 days after five years continuous service. In addition to the above, you are entitled to 2 extra statutory leave days to be taken at Christmas, The holiday year is 1 January to 31 December. Holiday entitlement is pro rata for part time employees. Continuous service of holiday and sickness entitlement will be recognised if transferring within 4 weeks of end of employment from another local authority.

HOW TO APPLY

1. Read the guidance on the Application form & Equal Opportunities form.
2. Complete the forms in **black** ink, preferably typed, or **BLOCK CAPITALS** if hand written. Additional sheets may be attached where necessary
3. Please complete all sections.
4. Save both forms using your name to identify them.
5. Please return by email to recruitment@chrgs.co.uk before the closing date.

SELECTION PROCESS

Application: All application forms will be acknowledged and considered by the selection panel.

Shortlisting: Candidates will be notified whether they have been successful in gaining an interview or not. Due to the volume of applications received, it will not always be possible to offer feedback on applications.

Interview: Shortlisted candidates will be required to attend an interview at a time to be allocated individually. As part of the interview, candidates will be asked to give a short presentation on a relevant topic, which will be shared in advance. Candidates should allow up to one and a half hours for the interview.

ACTION	DATE
Closing Date	5pm, Sunday 2nd November 2025
First Interview Date	w/c 17th November 2025
Second Interview Date	w/c 17th and 24th November
Anticipated Start Date	ASAP

Work Sponsorship: Unfortunately, Beckington Parish Council is currently not able to offer work sponsorship as the Council does not hold a Home Office sponsorship license for visas and is therefore unable to process applications that would require a visa to work in the UK.

Beckington Parish Councillors thank you for your interest in working for the Council and look forward to receiving your completed application form.