

Town Clerk



Færfield

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Welcome Letter from Cllr Madeline Russell 3

Dear Candidate,

Thank you for your interest in this important role with Biggleswade Town Council.

The Council has come a long way in the last few years, developing its team, its services and its properties to meet the increasing demands of a rapidly growing town. Now with a population of some 23,000 and 2,000 new homes with planning permission, the challenge is to take the Council further, improving and adding to the services for our residents.

Throughout its history, Biggleswade has been defined by its location. A Saxon settlement where the river could be crossed. Already a market town in medieval times, with a Market Charter awarded in 1227. In the eighteenth century, a coaching town as a major staging post on the Great North Road and also the Ivel Navigation linking the town to the Great Ouse and on to King's Lynn. With the coming of the railway, market gardening thrived with crops reaching Covent Garden market within 24 hours of being harvested. The town's position on the river, road and railway has enabled it to prosper and change.

Now, with a much larger population, Biggleswade is very much a commuter town but, with our ever-expanding Stratton Business Park, there is also a lot of employment locally. The town centre has not struggled as much as some others and the Market Square is always busy.

The Council recently revised its Corporate Aspirations for the next five years and the document gives much more information about the town and our ambitions for it. The latest newsletter gives a flavour of what goes on in Biggleswade. The Council also has a comprehensive website with a business side – meetings, minutes, personnel etc – as well as information about visitor attractions, facilities and societies and clubs.

We need someone who is a leader and a diplomat, to work with councillors and strategic partners on our Aspirations, as well as someone who will maintain the smooth day-to-day running of the Council. As things get harder in local government, we want to do everything we can for residents to improve life in our town. The job description gives the details of the exceptional person we need. Is this you?

With all good wishes,

Cllr. Madeline Russell

Chairman of Personnel

Biggleswade Town Council



Biggleswade Town Council serves as the local authority for the historic market town of Biggleswade. Our mission is to enhance the quality of life for residents, support local businesses, and foster a vibrant and inclusive community.

Our Responsibilities

We are responsible for:

- Maintaining local parks and green spaces
- Organising community events and activities
- Supporting local development and planning applications
- Overseeing the upkeep of public amenities, such as markets and cemeteries
- Advocating for the needs of Biggleswade's residents at a regional and national level

Vision and Values

Our vision is to create a sustainable, inclusive, and prosperous Biggleswade where residents thrive. We are committed to transparency, collaboration, and community-led decision-making.

For more information, please read our [Corporate Aspirations 2025-2031](#).

Town Councillors

BTC comprises 15 elected Councillors, who remain in office for four years. Each year, Councillors elect a Town Mayor, who also holds the position of Chairman.

For more information, please see the [full list of Councillors](#).

Council and Committee dates, agendas and minutes are [available online](#).



Located in the heart of Bedfordshire, Biggleswade has a fascinating history that dates back to the Middle Ages.

Archaeological finds suggest habitation in the Biggleswade area dating back to 10,000BC.

We are located about 40 miles north of Central London and 20 miles from Cambridge. We are well connected by train, with frequent services to London (30 minutes) and Peterborough (40 minutes).

The town carnival has been held in June since 1957.

Biggleswade has a twin town: Erlensee, in Germany, since 2000.

Biggleswade at a glance

Origin of the town name: Anglo Saxon from a personal name, 'Biceil', & 'Waed', meaning ford.

Founded: Biggleswade began to properly develop as a town between 1190 and 1200.

Market Charter: 1227

Population: UK census in 2021 recorded a population of 22,541.

Further reading

More information about the history of the town [can be found online](#).

For more information about the Council, [please visit our website](#).



Town Clerk

Salary: NJC (SCP 55-62) £74,454 - £89,081 p.a.

Biggleswade Town Council is looking to appoint a highly motivated and forward-thinking Town Clerk, to drive its services forward during a period of significant population expansion.

As well as managing the Council's statutory requirements, the ideal candidate will have relevant experience with a track record of senior leadership within a public service and will hold (or be prepared to complete) a CiLCA qualification. They will be an excellent communicator who can demonstrate strong leadership skills, a commitment to public service and with the ability to think strategically and forge strong partnerships in the community.

Biggleswade Town Council sits within the unitary authority of Central Bedfordshire and currently serves a population of around 23,000 with a budget of £2.1m.

The role will be responsible for three direct reports and an overall staff of 24, including an ambitious public realm team. Based at the Council offices in Biggleswade, flexible working is guaranteed, given the out of hours attendance at meetings, etc.

You will find application instructions at the end of this information pack.

The deadline for applications is Friday 9th January 2026, shortlisting will take place on Wednesday 14th January 2026, and final interviews will be held on Wednesday 4th February 2026, at the Council offices in Biggleswade.

If you would like any further information, or an informal conversation, please contact Rachel Tucker at Faerfield on 0121 312 3755.



Key information

Job Title: Town Clerk

Post No: BTC001

Team: All Officers of the Council (Head of Paid Service)

Responsible to: Town Council

Number of direct reports: 3

Budgetary responsibility: Yes

Salary Range: (SCP 55-62) £74,454 - £89,081

Contract Type: Permanent

Hours (e.g., full or part time): Full time

Location: The Town Council Offices, The Old Court House, 4 Saffron Road, Biggleswade

Overall purpose

The Town Clerk is the Council's senior officer and principal advisor, providing strong, forward-looking leadership that reflects Biggleswade Town Council's values of openness, professionalism, innovation, collaboration, and community engagement. Acting as the Council's Proper Officer under the Local Government Act 1972, the Town Clerk ensures that all decisions and activities are legally compliant, transparent, and aligned with the best interests of the community.

This is a senior and high-profile role, responsible for:

- **Strategic leadership:** Working in partnership with Members, staff, partner organisations, and the people of Biggleswade to deliver the Council's Corporate Aspirations and enhance the town's quality of life, heritage, and distinct identity.
- **Governance and compliance:** Providing policy guidance and legal advice, ensuring effective administration and management of the Council's affairs in accordance with statutory and best practice provisions.
- **Operational management:** Leading the Council's paid service, managing day-to-day operations and officers, and championing a culture of continuous improvement to deliver high-quality, value-for-money services aligned with community priorities.
- **Representation and engagement:** Acting as a visible ambassador for the Council, representing it at external events and meetings, and fostering strong relationships with stakeholders.
- **Forward planning and delivery:** Supporting and guiding the development of the Town Council's strategy and Corporate Aspirations, delivering through projects and operational activities.

Biggleswade Town Council prides itself on being forward-thinking, responsive to change, and financially well-managed. The Town Clerk plays a pivotal role in sustaining this reputation and driving innovation for the benefit of the community.

Main Responsibilities

1. Strategic leadership & vision
 - Act as a passionate, loyal, and innovative leader who advises Members and works collaboratively to define clear strategies, policies, and principles
 - Shape and deliver the Council's strategic direction, ensuring alignment with Corporate Aspirations and the community's long-term needs
 - Translate the Council's vision into clear, achievable plans that protect the town's character, support regeneration, promote local commerce, and enhance community wellbeing
 - Ensure strategic planning is informed by robust research, data, and community insight
2. Community engagement & partnership working
 - Champion active and inclusive engagement, ensuring residents, businesses, voluntary groups, and partners have meaningful opportunities to shape Council priorities
 - Build strong relationships with regional and national bodies, statutory agencies, local organisations, emergency services, and funding partners
 - Act as a high-profile ambassador for Biggleswade, representing the Council at external events and fostering community pride
3. Governance, standards & professionalism
 - Serve as the Council's Proper Officer, ensuring statutory duties are fulfilled and operations are transparent, ethical, and legally compliant
 - Uphold the highest standards of governance, data protection, and public accountability
 - Ensure Council policies promote equality, fairness, accessibility, and respect for the town's diverse communities
4. Financial leadership & risk management
 - Provide clear financial reporting and risk management advice to Members, supporting responsible and transparent financial planning
 - Regularly review financial and business risks with councillors and advise on mitigation strategies
 - Identify and secure external income opportunities through grants, partnerships, and sponsorship
5. Staff leadership & organisational culture
 - Provide clear direction to staff, ensuring they understand their contribution to strategic aims
 - Lead recruitment, development, performance, and wellbeing of staff, fostering a culture of collaboration, innovation, and continuous improvement

- Ensure safe working practices and compliance with employment legislation
6. Service delivery & operational management
 - Manage the growing range of Council services efficiently and effectively, ensuring high-quality, value-for-money delivery
 - Oversee contract management, procurement, and compliance across operational areas
 - Drive service modernisation and innovation, applying technology where beneficial
 - Ensure attendance at all Town Council and Standing Committee meetings
 7. Projects, planning & town development
 - Lead delivery of key Council projects, including town centre initiatives, heritage priorities, environmental enhancements, and community infrastructure improvements
 - Support neighbourhood planning and long-term frameworks that reflect residents' aspirations
 - Ensure appropriate support is available to Council for complex planning applications
 8. Communications, identity & reputation
 - Promote a strong, recognisable identity for the Council, reflecting professionalism and transparency
 - Oversee communications and media relations, ensuring residents are well-informed and engaged
 - Build effective relationships and maintain positive public perception
 9. Quality, performance & continuous improvement
 - Embed a “quality first” ethos across all Council operations
 - Develop and maintain a performance management framework, reporting progress against strategic objectives and key indicators
 - Lead the Council in achieving and maintaining Local Council Award Scheme (LCAS) accreditation
 10. Additional responsibilities
 - Undertake other tasks allocated by the Council within the competence of the post holder
 - Act flexibly and responsively to emerging challenges, opportunities, or community needs

Essential Knowledge and Skills

- Exceptional leadership and ability to inspire and motivate teams
- Proven experience introducing and managing organisational change
- Strong understanding of local government functions and statutory frameworks
- Demonstrable commitment to public service and community engagement
- Experience managing successful projects and delivering continuous improvement
- Ability to act as an ambassador for the Council and the town
- CiLCA qualification or willingness to obtain
- Financial planning and oversight experience, including budget setting and risk management
- Excellent written and verbal communication skills, including report writing and public speaking

Desirable Knowledge and Skills

- Experience as a Proper Officer or similar, with knowledge of legal compliance
- Familiarity with IT systems for local government finance and administration
- Understanding of civic procedures and ceremonial roles
- Experience managing community, regeneration, or place-based development projects

Other Requirements

- Occasional weekend work, e.g. attendance at the Remembrance Sunday Parade, Mayor's Civic Service and other major events
- Valid driving licence
- No disclosable convictions (subject to Rehabilitation of Offenders Act 1974)



Indicative Timetable

Closing date for applications: Midnight Friday 9 January 2026

Shortlist meeting: Wednesday 14 January 2026

Final Interviews: Wednesday 4 February 2026

Please let us know if there are any interview dates within the indicative timetable on which you are likely to be unavailable.

To arrange an informal conversation about this role, please contact:

Martin Tucker

Email: mtucker@faerfield.co.uk

Phone: 0121 312 3755

Rachel Tucker

Email: rtucker@faerfield.co.uk

Phone: 0121 312 3755

To apply

To apply for this job please click on the Apply button below and you will be taken to the landing page, instructions will be on screen there. When prompted, please submit your CV and a Supporting Statement of no more than 1,000 words.

With your CV, please also provide the names and contact details of two referees, one of whom should be your current or most recent employer. Referees will only be contacted if you reach the final stages, and we will not contact referees without your permission.

Your supporting statement should express why you are interested in this role and what experience you can bring to the organisation. The statement should tackle the specific requirements of the role; outlining examples and outcomes showing how you meet those requirements.

Apply