



Role: Deputy Chief Executive Officer

Location: Wotton-under-Edge Town Council, The Civic Centre, 2 Gloucester Street, Wotton-under-Edge, GL12 7DN

Salary: £41,117 - £44,253 per annum pro rata (SCP 29 – 32)

Contract: Permanent, Part-Time. 24 hours per week with some weekends and evening for meetings and other events

Supporting Wotton-under-Edge through its next phase of growth.

Wotton-under-Edge is entering a period of significant organisational growth. As responsibilities evolve, expectations rise and the wider Gloucestershire landscape shifts, the Council is strengthening its governance, improving how it works and investing in the capability needed for the future. We are looking for a Deputy Chief Officer (Deputy Town Clerk) to join our senior management team and help lead this next phase of development.

About the role

This is an exciting time to join. The Council is refreshing its Town Plan, strengthening its strategic planning capability and preparing for the wider implications of Local Government Reorganisation. As Deputy Chief Officer you will provide senior support across the organisation, playing a key role in how the Council prepares for new responsibilities and how this broader workforce operates. You will lead governance and democratic processes, support organisational development and work closely with the Chief Officer in managing financial administration and operational finance to ensure systems, controls and reporting remain robust.

About you

To succeed in this role, you will bring:

- Substantial experience in a governance-focused or operational leadership role, ideally within a regulated or public-facing environment.

- Experience in budget management and financial administration
- Proven ability in building high-performing teams by developing capability, nurturing potential and enabling staff to deliver confidently.
- An understanding of governance frameworks and the ability to prepare for and facilitate formal decision-making meetings
- Project management capability to oversee project coordination and manage competing priorities.
- Effective stakeholder management across councillors, staff, partners and the community.
- Experience supporting organisational change or contributing to improvement and development initiatives.

You will be a trusted adviser, a steady presence and a key contributor to the Council's future direction. Your work will help ensure councillors have the insight they need, new and existing staff are supported as the organisation grows, and the Council remains aligned and confident as responsibilities evolve, all while delivering the best outcomes for Wotton-under-Edge.

If you are motivated by public service, confident in governance-focused environments and keen to help the council grow into its next chapter, this role offers a meaningful opportunity to make an impact.

How to apply

Please request a candidate pack from our recruitment partner CHRGS via email on recruitment@chrgs.co.uk

Closing date: 5pm, Thursday 24th September

Interviews: Interviews take place in person week commencing 12th October.