HAPTC

Hertfordshire Association of Parish and Town Councils

HAPTC is a not-for-profit membership organisation that provides support, guidance and training to local councils and parish meetings across the county, helping them deliver for the communities they serve.

HAPTC has a reputation for understanding the challenges of the sector and has an established track record of representing and supporting its membership. HAPTC engages with numerous stakeholders across the public sector and believes strongly that collaborative working enables good communication and helps to reduce duplication and improves efficiency.

SUMMARY – CHIEF EXECUTIVE OFFICER

Are you a strong leader; do you think strategically; are you passionate about local democracy; can you communicate well, delegate effectively and manage a successful organisation. Then why not join us?

Hertfordshire Association of Parish and Town Councils is looking for a dynamic and proactive Chief Executive Officer (CEO) to oversee its ongoing operations and procedures. The CEO will be responsible for the financial running of the association and the delivery of professional support services to its member local (parish, community and town) councils.

We are looking for an experienced, self-motivated and efficient manager with the ability to deal with a broad range of responsibilities from directing day-to-day operations to providing strategic advice.

To be the successful candidate you will need to be able to demonstrate knowledge and understanding of the local government sector relative to town, community and parish councils and their needs. You will be expected to build relationships across all levels of local government, ensuring that Hertfordshire local councils have a voice.

The successful candidate will support HAPTC Executive Board, HAPTC consultants and work closely with councillors and clerks across the county. Ideally, you will live in or close to Hertfordshire. The post holder will show flexibility in their workload and be able to work outside core hours.

JOB DESCRIPTION

JOB TITLE	:	CHIEF EXECUTIVE OFFICER
RESPONSIBLE TO	:	Chairman HAPTC Executive Committee
SUPERVISES	:	Council Officer
LIAISES WITH	:	Executive Committee members; Parish, Community and Town Council staff and Councillors; National Association of Local Councils; County Associations; Principal Authorities; MP's and external agencies.
PURPOSE OF JOB	:	To manage a high-quality advisory and support service to HAPTC member Councils. To manage the administration of the Association. To organise training courses and provide opportunities council development. To be responsible for the Association's finances and controls.
LOCATION	:	Home working. Job involves some travel.
HOURS	:	20 hours per week Flexibility to work occasional evenings.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To represent the Association at local, regional and national level, within policy set by HAPTC Executive Committee.

2. To develop and maintain good relationships with Councillors and Clerks to maintain membership.

3. To promote parish councils with partners in local government and to encourage greater use of parish councils for devolution and participation in local democracy.

4. To ensure the provision of an excellent advisory and support service on governance, legal, financial, employment and procedural matters to member Councils.

5. To provide professional advice to communities and principal authorities in the establishment of new parish and town councils.

6. To ensure that the requirements of the Executive Committee and other Committees as may be constituted, are serviced.

7. To be responsible for the Association's finances and preparation of an annual draft budget in conjunction with the Chairman of the Finance and Management Committee.

8. To develop funding bids to external bodies to support the objectives of HAPTC.

9. To develop and maintain good communication channels for information delivery to member Councils and members of the Executive Committee.

10. To liaise and work with County Associations, principal authorities, local, regional and national associations to the benefit of member Councils.

11. To be responsible for the management and training of staff.

12. To attend specialist training events and conferences relevant to the efficient running of the Association or are of benefit to member Councils.

13. To be responsible for the provision of a training programme for Councillors, Clerks and Council staff.

14. To organise and be responsible for special events, conferences, projects or activities as they may arise in support of the objectives of HAPTC.

15. To identity and propose improvements to HAPTCs service, structure or relationships with external bodies.

16. To actively recruit non-member Councils to HAPTC.