



Stratford-upon-Avon Town Council

- Role:** Deputy Town Clerk (Deputy Chief Officer)
- Location:** Stratford-upon-Avon Town Council
- Salary:** £39,862 – £42,839 per annum (SCP 29-32)
- Contract:** Permanent, 37 hours per week with some occasional weekends and evening meetings for which overtime is paid.

CHRGs is partnering Stratford-upon-Avon to appoint a Deputy Chief Officer. This is a senior leadership role at the heart of a council that is modernising, strengthening its governance and preparing for the opportunities ahead. As Deputy Town Clerk, you will provide strategic and operational leadership across services, support the Town Clerk in managing the organisation, and help ensure the Council remains resilient, well-governed and future-ready. You will play a key role in shaping organisational culture, improving systems and processes, and representing the Council across Stratford's civic and partnership landscape. It's a role for someone who can bring clarity, confidence and steady leadership to a small but ambitious organisation.

About You

- An experienced leader who can guide, support and develop staff
- Strong governance understanding with the ability to uphold statutory and regulatory standards
- Skilled communicator with political awareness and confidence working with councillors and partners
- Organised and analytical, able to translate priorities into clear plans
- Calm, resilient and grounded, especially in complex or sensitive situations
- Collaborative and community-focused, with a commitment to public service
- Committed to professional development, including achieving CiLCA within 24 months

What We Offer

- A leadership role in a historic town with a strong civic identity
- The chance to shape a modernising council and influence its future direction

- Support for professional development, including CiLCA and wider training
- Local Government Pension Scheme and generous annual leave
- A supportive, values-led team with a clear commitment to good governance
- The opportunity to make a meaningful difference to Stratford's community life

How to apply

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

Closing date: 12pm, 12 July 2026

Interviews: Week commencing 27th July 2026