

## **THIRSK TOWN COUNCIL**

### **Deputy Town Clerk**

Applications are invited for the post of Deputy Town Clerk at Thirsk Town Council.

The role will primarily be to provide administrative support to the Council in carrying out its duties, services and functions and management of its assets.

Applicants must be able to demonstrate that they have appropriate relevant experience, strong communication and literacy skills and a good level of IT experience

The hours of the post are 28 per week covering Monday, Tuesday, Thursday and Friday.

Annual Salary is NJC scale point 12 (£28598 pro rata /£14.82 per hour)

Application packs are available from Thirsk Town Council (telephone: 01845 526445/email: [clerk@thirsk-tc.gov.uk](mailto:clerk@thirsk-tc.gov.uk))

Closing date for receipt of completed application forms is 12 noon on Wednesday 25 February 2026