

MADELEY TOWN COUNCIL

Background Information



Madeley Town Council has 17 Councillors representing the people of Madeley, Woodside and Cuckoo Oak; a population of approximately 19,000 people, the boundary also incorporates the industrial areas of Halesfield and Tweedale. Madeley is one of the larger Town/Parish Councils in Telford and this is reflected in the breadth and diversity of its work. It is one of the few Town Councils to have achieved the Investors in People standard, which has been retained for 17 years. The Council is currently controlled by the Labour group.

The Town Council plays an important role in listening to and identifying the needs of the area and promoting projects which help to address such needs. We have established a number of annual events that figure prominently in the local calendar and support a range of community groups and environmental activities. Madeley Town Council focusses activity on partnership work and is developing strong links with other organisations and agencies in order to provide the best possible facilities and opportunities for local people. Recently the Town Council has acquired the Anstice Memorial Hall and is working closely with the local community to secure the funds to restore the building and to re-open it as a Heritage Learning Centre and a social/community venue.

The part time post of Responsible Finance Officer at Madeley has become available due to the imminent retirement of the current RFO. Over the years, the financial systems and working methods have been well established and there will be a two week hand over period to acquaint the new postholder with the current arrangements. In the following weeks the current RFO can be contacted to offer advice and guidance if necessary. The Town Council is currently reviewing its banking arrangements and this will be a key task in the future. There is also scope to examine and review existing working practices, within the terms of the statutory duties and in consultation with the Clerk.

The new postholder will need to organise their work around the council's committee meetings which are held every two weeks. It will be necessary to attend some of the committee meetings and other occasional evening meetings so the postholder will need to accommodate a level of flexibility. They will also need to work closely with other members of staff, in particular the Committee Secretary and the Clerk, who will line manage the post.

The post will be based at Jubilee House, 74 High Street, Madeley. The building has been purpose built for the Town Council and also houses MWS Credit Union, No Panic and provides accommodation for a variety of community groups who meet on a regular basis. The building is in the centre of Madeley and due to this location there is a considerable amount of contact with the general public.

The Town Council is presently serviced by a small team comprising the Clerk, Responsible Finance Officer, Property and Events Officer, Regeneration Officer, Neighbourhood Co-ordinator, Project Support Officer, Committee Secretary, Facilities Officer, Cleaner/Caretaker and 2 seasonal Gardeners. The team takes pride in providing an efficient service in all aspects of the work, teamwork is essential and all team members are sometimes required to carry out duties beyond the normal scope of their work.

Please note that the **interviews** for the RFO post will be held between 3.00 and 7.00 on **Tuesday 9th May**. No alternative arrangements can be made so you will need to ensure that you can be available at this time.