

# Adlington Town Council Vacancy - Town Clerk



## ***Be a valued member of Adlington's community***

- The Town Council is seeking highly organised and committed applicants for this key role, responsible for all day-to-day organisation and management of the Town Council's services.
- Candidates require a high level of motivation, excellent time management, and be highly skilled in administration, communication and IT; working positively and successfully with Councillors, external organisations and the community.
- The post is part time (8-10 hours per week) and mainly home-based, but some evening meeting attendance and duties around Adlington is required.

To request a full application pack and all necessary information, please contact the Town Clerk Christine Bailey on:

[clerk@adlingtontowncouncil.gov.uk](mailto:clerk@adlingtontowncouncil.gov.uk) or 07896 729646

Closing date for application: 12 noon Friday 3<sup>rd</sup> April 2026

Interviews: Week commencing Monday 27<sup>th</sup> April 2026