



# Cornwall Association of Local Councils

Unit 2, 1 Riverside House, Heron Way, Newham, Truro TR1 2XN

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## Job Description: Deputy County Executive Officer

### Context

The Cornwall Association of Local Councils (CALC) is the membership body for local councils in Cornwall and is affiliated to the National Association of Local Councils (NALC). We provide support, guidance, training and advice to our member councils and their clerks. CALC acts as the first point of contact for town and parish councils on issues including legal compliance, governance, finance, community engagement and best practice.

### Role Purpose

To support the County Executive Officer and wider CALC team in delivering a high-quality advisory and support service to member councils. The role will focus on member communication, operational delivery of services, and strategic support, including deputising for the CEO as needed. This role requires excellent communication skills, discretion, and the ability to manage a wide range of advisory, legal, and administrative tasks with professionalism.

### Key Duties and Responsibilities

- Provide first-line advice and support to member councils on governance, legal, financial and procedural matters via phone, email and in person in a timely manner
- Manage CALC's legal and procedural resource library, ensuring materials are up-to-date and accessible to members.
- In conjunction with the CALC team, develop and distribute regular member bulletins, policy updates and website content.
- Coordinate and support CALC events, training sessions and conferences, including logistics and follow-up.
- Deputise for the County Executive Officer as required, including attending meetings and managing stakeholder relations.
- Develop and manage CALC's digital platforms including the website, social media, and Teams workspace.
- Assist with strategic projects, research, surveys and analysis to support sector advocacy and policy development.
- Promote awareness and engagement in CALC's services, ensuring diverse member needs are recognised and addressed.

### Person Specification

- Practical experience with or in town and parish councils; strong understanding of local government structures and responsibilities.
- Excellent written and verbal communication skills, with the ability to explain complex matters clearly.
- Competency in MS Office, digital communication platforms, and confidence in using and developing proficiency with new software tools.
- Strong organisational skills and ability to prioritise work independently and as part of a team.
- Relevant qualifications such as the Certificate in Local Council Administration (CILCA) or a willingness to obtain it.
- Flexibility to work occasional evenings and travel across Cornwall as required.