



Chief Executive Officer (CEO)

Nottinghamshire Association of Local Councils

Introduction

The Notts Association of Local Councils (Notts ALC) represents and supports member parish and town councils across the county, providing advice, training, and advocacy to strengthen local governance. We are seeking an experienced, strategic and highly motivated Chief Executive Officer to lead the Association through an exciting and challenging period of local government reorganisation.

This is a dynamic time for the local council sector. Parish and town councils are facing uncertainty due to ongoing local government reorganisation of principal authorities. In addition, councils are increasingly being called upon to respond to complex planning applications linked to major infrastructure developments such as solar farms and other renewable energy projects. Legislation and policy continues to change with significant impact on parish councils, for example just in the last couple of years, the new biodiversity duty, sexual harassment legislation for employers, changes to the requirements around audit and transparency for local councils, and royal assent for Martyn's Law. Notts ALC plays a crucial role in helping member councils navigate these evolving challenges, offering timely, accurate, and practical advice on a wide range of governance, procedural, and operational matters.

The staff team provides most advisory and governance support in-house but also draws on the expertise of a network of trusted specialist partners in areas including law, finance, HR, communications, asset management and digital services. The Association also delivers an extensive training programme for councillors and clerks, covering key topics such as council governance, the code of conduct, employment essentials, and chairing skills. Specialist partners are engaged to provide additional training on more technical subjects, including planning and biodiversity.

The successful candidate will play a pivotal role in supporting member councils, promoting their interests, and ensuring the continued growth and sustainability of the Association.

Role Purpose

The Chief Executive Officer is responsible for leading the day-to-day operation of the Association and ensuring that member councils receive high-quality support, advice and representation. The role provides the professional backbone of the organisation, coordinating services, guiding the Executive Committee with informed strategic recommendations, and ensuring that the Association remains responsive to the needs of its growing membership. The CEO will help councils navigate an evolving local government landscape, manage relationships with key partners and external bodies, and maintain the effective running of the Association's advisory, training, administrative and governance functions. Working closely with the small staff team, specialist partners, and regional and national networks, the CEO plays a central role in strengthening the capacity of the local council sector and championing the interests of parish and town councils across the county.

Association Structure

Notts ALC operates with a small, dedicated team comprising three part-time staff members, overseen by an Executive Committee of up to twelve members, together with a President and three Vice Presidents. The Chief Executive Officer acts as the principal advisor to the Executive Committee, offering professional and strategic guidance to help shape the direction of the Association, while the Committee itself is responsible for final decision-making. Financial oversight is provided by the Treasurer, who is a qualified management accountant, with the CEO providing administrative and operational support in this area; payroll is managed by an external provider.

The CEO line manages:

- The Administration Officer (18 hrs/week, Tue/Wed/Fri) who is responsible for invoicing and bank reconciliations using Xero; recruiting, invoicing and managing the company adverts on our website and sponsorship for the AGM; answering council queries via phone and our CRM ticketing system.
- The Training Officer (10 hrs/week, Mon-Thu mornings) who is responsible for advertising, designing and delivering our in-house training programme, mostly online with some in-person sessions; new clerk training; liaising with external training providers.

Networks

The CEO is able to attend three regular groups for networking, advice and support:

1. Notts ALC benefits from a strong relationship with the National Association of Local Councils (NALC), which represents the interests of parish and town councils at the national level and lobbies government on sector-wide issues. The Chief Executive participates in regular fortnightly online meetings between NALC and all county associations, ensuring effective two-way communication and the sharing of best practice.
2. The County Officer Forum (COF), a valuable network for collaboration and peer support comprised of County Association CEOs, meets quarterly online with annual in person meetings.
3. The Association is also an active member of the Federation of East Midlands Associations of Local Councils (FEMALC), which provides further opportunities for regional collaboration and mutual support among neighbouring associations. The CEO attends a monthly online meeting and an annual away-day with this group.

This networked approach allows Notts ALC to remain at the forefront of developments in the local council sector and to ensure that its members benefit from the shared knowledge, expertise and advocacy strength of the wider county and national structure.

Key Responsibilities

Advisory and Support

- Provide procedural and technical advice to member councils, using our dedicated CRM ticketing system; offer guidance on all matters relating to the activities and functions of local councils; office hours are M-F 10am-3pm.
- Keep our councils informed of new developments in legislation and policy.
- Liaise and maintain strong relationships with our specialist partners in finance, HR, law, comms, assets and digital, to provide the best possible advice to member councils and clerks.

Governance and Administration

- Provide a secretarial service to the Executive Committee.
- Lead the event planning and secretarial work for the Annual General Meeting, to which all members are invited; liaise with sponsors, exhibitors, special

guests and speakers to make this flagship event a success in terms of both income and attendance.

- Support the Treasurer in overseeing the Association's accounts and ensure sound financial management.
- Line manage the part-time Administrative Officer (18 hrs/wk) and Training Officer (10 hrs/week) and conduct annual appraisals.
- Provide secretarial services to FEMALC (the federation group of Associations) on a five-year rolling basis.

Training, Communication and Engagement

- Oversee the provision of relevant training events for councillors and clerks.
- Support the Training Officer to deliver online and in person training sessions.
- Maintain and update the Notts ALC website, including forms and bookings.
- Compose and send the monthly newsletter to clerks and subscribers.
- Encourage non-member councils to join the Association and support membership growth.
- Attend external meetings and events as required, representing Notts ALC and promoting the interests of parish and town councils.

Strategic Leadership

- Advise the Executive Committee on development and growth strategy.
- Lead the Association strategically through the process of local government reorganisation, promoting the interests of parish and town councils.
- Identify and implement new opportunities for income generation and partnership working.
- Work collaboratively with partner organisations including the National Association, County, District and Borough Councils.

Person Specification

Essential

- Strong understanding of local government structures, including the role of parish and town councils.

- Proven leadership and management experience, ideally within a membership or public sector organisation.
- Excellent communication and interpersonal skills.
- Ability to provide clear and accurate written procedural and legislative advice with support from specialist partners.
- Strong organisational and administrative skills, including formal meeting and report preparation.
- Confidence in representing the organisation in external forums and building effective partnerships.

Desirable

- Experience of supporting or advising local councils or elected members.
- Experience in website management, CRM systems and member communications.
- Experience of speaking in public or providing training sessions.
- Experience of managing budgets and overseeing financial processes.
- Ability to identify and develop new business and income opportunities.
- Understanding of the challenges and opportunities arising from local government reorganisation.

Location: Homeworking, with Wednesday morning staff meetings in Collingham, Notts

Hours: 24 hrs/week (to include Mon and Thu 10am-3pm and Wednesday mornings; some flexibility for daytime and evening meetings through the week required)

Salary: NJC Scale 24-28 (£35,412-£39,152 FTE) with membership of the Local Government Pension Scheme

To Apply: Please fill in the [online form](#) and submit with it your CV and a covering letter attached

Closing date: Monday 22nd December 2025 at 12 noon