



APPOINTMENT OF DEPUTY CHIEF EXECUTIVE OFFICER

We are recruiting

- £55,224 – £59,025
- Full-Time (37 Hours per week)
- 107-109 High Street, Godalming
- 25 Days Leave (increasing to 28)
- Local Government Pension Scheme

Find Out More

- www.godalming-tc.gov.uk/job-vacancies
- Closing date: Monday 5 October – 12.00
- No CVs please:





Godalming Town Council Deputy Chief Executive Officer

**Job description, person specification,
application form and guidance for applicants**

Deputy Chief Executive Officer

Salary: £55,224 - £59,025 (LC3 42-45)

Hours: Full-time | 37 hours per week | Permanent

Location: Town Council Offices, 107-109 High Street, Godalming. Surrey GU7 1AQ

Are you motivated by public service?

Godalming is a vibrant and ambitious community that values its history, protects its environment and looks to the future with confidence. We are seeking a Deputy Chief Executive Officer who shares those values and who is committed to helping shape a town that is a great place to live, work and visit.

This is a varied and rewarding role offering both strategic influence and day-to-day operational responsibility within a well-established Town Council. Working closely with the Chief Executive Officer, you will help lead the delivery of high-quality services, support projects and contribute to the effective management of the Council's growing responsibilities.

The role

The Deputy Chief Executive Officer will play a key part in supporting our services, including youth provision, community projects, environmental initiatives, open spaces, recreation grounds and capital projects. You will work with councillors, officers and partners to help ensure that services are delivered efficiently, professionally and in the interests of the community.

Who you are

You will be an organised, adaptable and motivated individual with the ability to work collaboratively and diplomatically with councillors, residents, community organisations and colleagues at all levels. You will bring sound judgement, strong communication skills and a commitment to delivering excellent public service.

About Godalming Town Council

Godalming Town Council serves a dynamic and engaged community. We are a proactive and forward-looking Council, with a strong focus on sustainability, community involvement and high-quality local services. We value professionalism, innovation, sound governance and continuing development.

Godalming Town Council

- 18 elected Town Councillors
- 19.5 FTE employees
- 2026/27 budget: £1,686,010

The Deputy Chief Executive Officer role offers an exciting opportunity to join a committed team at an important time in the Council's development.

Closing date: Monday 5 October 2026 – 12.00

Interviews: provisionally set for: Thursday 22 October

A Message from the Mayor of Godalming

As Mayor of Godalming, I am pleased to welcome applications for this important and exciting post. The current post-holder is moving to a new, more senior, appointment. We wish her well but Team Godalming must continue to thrive. Our Town Council plays a central role in supporting residents, maintaining valued local assets, championing community organisations and ensuring that local voices are heard.

This is a particularly important time to join us. Local government reorganisation across Surrey will bring significant change over the coming years. As a result, the Town Council is taking on additional community assets and services, helping to ensure that facilities which matter most to residents remain locally responsive, accountable and well cared for.

If you are inspired by public service, collaborative leadership and the opportunity to make a real difference, we would be delighted to hear from you.

Councillor Tom Kiehl
Mayor of Godalming



[Find out more about Godalming Town Council](#)

Welcome to Godalming

Set at the gateway to the Surrey Hills National Landscape and surrounded by some of the finest countryside in southern England, Godalming is a town with a strong sense of place, identity and purpose. The Town Council is proud to serve Godalming and Farncombe, representing a community that combines historic character, environmental quality, cultural vibrancy and active civic life.

Godalming is a thriving town. Its attractive centre, independent businesses, active voluntary sector, well-supported events programme and excellent transport links make it a highly desirable place to live, work and visit. What distinguishes the town most, however, is its community spirit. Residents care deeply about their town and have a long tradition of working together to shape its future.

The Town Council shares that ambition. Our priorities reflect local aspirations: protecting and enhancing the natural environment, supporting biodiversity and climate action, strengthening community wellbeing, maintaining and improving valued local assets, encouraging a vibrant local economy and respecting the distinctive character of the area while meeting the needs of current and future generations.

This is an important time for local government in Surrey. Reorganisation will reshape how public services are delivered, and from 2027 Godalming will be part of the new West Surrey unitary authority. As larger authorities inevitably focus on strategic delivery across wider areas, Godalming Town Council is determined to ensure that local priorities, local assets and local identity remain protected and strengthened.

In anticipation of these changes, the Council is taking on significant community assets and services into local stewardship. Recreation grounds, community facilities, public conveniences and other important public spaces will increasingly come under the Council's responsibility. This presents a once-in-a-generation opportunity to secure their future for local residents, while also expanding the Council's operational capacity.

Godalming Town Council currently employs 25 staff across:

Administrative and corporate governance – 5 Staff

Community Communications – 1 Staff

Youth services – 10 Staff

Museum service – 4 Staff

Cemeteries, open spaces, recreation grounds and community buildings – 5 Staff

The Council also supports a wide range of public events, festivals and civic occasions.

The successful candidate will bring operational excellence, strategic awareness and collaborative leadership, together with the energy to help shape the future of one of Surrey's most engaged and distinctive communities.

JOB DESCRIPTION: DEPUTY CHIEF EXECUTIVE OFFICER

Job Title: Deputy Chief Executive Officer (DCO)

Location: Godalming Town Council,

Reports To: Chief Executive Officer

Direct Reports: Operations & Compliance Officer; Museum Curator; Office Administrator.

Hours of Work: **37 hours (including evening meetings as required)**

Core office hours
Monday – Thursday 9.00am – 5.00pm
Friday 9.00am – 4.30pm
(Some flexibility in hours is required)

1. Purpose

The Deputy Chief Executive Officer (DCO) works with the CEO to deliver the services of the council. In the absence of the CEO to assuming responsibility of the Council's Proper Officer and Responsible Finance Officer functions.

2. Principal Responsibilities

Committee Leadership

- Act as designated Lead Officer for nominated committees.
- Prepare agendas, reports and officer recommendations in line with Standing Orders and statutory requirements.
- Attend and present at committee meetings, provide clear briefings to councillors.
- Ensure decisions are recorded, disseminated to staff and implemented.

Human Resources & Staffing

- Lead recruitment, employee relations, appraisals, policy development and training needs assessment.
- Ensure employment-law compliance and consult external HR advisers as necessary.
- Manage day-to-day HR matters within delegated authority; escalate strategic or complex HR issues to the CEO.

Council Services

- Support the CEO in the day-to-day management and operation of council services.
- Act as the lead officer of designated services as agreed by the CEO and Chair of the Council's Staffing Committee.

Corporate Communications & Engagement

- Oversee implementation of Communications Strategy.
- Manage public consultations, oversee website, social media and stakeholder engagement for committees in remit.

Operational Compliance & Deputising

- Ensure compliance with GDPR, FOI, Health & Safety and Financial Regulations within areas of responsibility.
- Assist with audit, procurement and contract oversight.
- Deputise for the CEO at meetings as required.

Project Delivery & Funding

- Lead delivery of projects linked to areas of responsibility.
- Prepare costings, business cases and funding bids.
- Monitor assigned budgets and report variances to the CEO.

Committee Support

- Allocation of committee support responsibilities will be discussed depending on the background and expertise of the appointee. Applicants are invited to indicate areas of particular strength or interest.

Line Management & Staff Development

- Manage, mentor and appraise direct reports.
- Ensure staff health, safety and training.
- Maintain effective one-to-ones and performance management.

General

This job description is non-contractual and contains the principal duties of the post. It does not describe in detail every task required. Duties may vary from time to time without changing the character of the post or the level of responsibility.

Personal Specification Deputy Chief Executive Officer

This personal specification sets out the qualifications, experience, skills and attributes considered relevant to the post of Deputy Chief Executive Officer. Candidates will be assessed against these criteria through application, interview and any other selection methods determined by the Council.

Essential Criteria

Qualifications and Training

- Good standard of education, including GCSE Grade C/4 or above, or equivalent, in English and Mathematics.
- Evidence of continuing professional development relevant to the post.
- Willingness to undertake further training as required.

Experience

- Relevant experience in a senior administrative, managerial or supervisory role.
- Experience of leading or supporting staff, including supervision, appraisal and day-to-day oversight.
- Experience of preparing accurate, concise written material to a high standard.
- Experience of managing projects and monitoring progress against objectives.
- Experience of budget monitoring and supporting financial control arrangements.
- Experience of working with confidential and sensitive information.

Knowledge

- Understanding of governance, accountability and decision-making processes in a public, voluntary, charitable, commercial or similarly regulated environment.
- Understanding of employment practice and people management principles.
- Understanding of the importance of compliance, including data protection, information handling, health and safety, and financial controls.
- Understanding of the need to balance operational delivery, service quality and public accountability.

Skills and Abilities

- Excellent written and verbal communication skills.
- Ability to prepare clear, accurate and well-structured reports and recommendations.
- Strong organisational skills with the ability to prioritise a varied workload, remain effective under pressure and meet deadlines.
- Ability to build effective working relationships.
- Strong ICT skills, including Microsoft Office and the ability to adapt to new systems and processes.

Personal Qualities

- Professional, courteous and diplomatic.
- Flexible, adaptable and resilient.
- Accurate, methodical and detail conscious.
- Confident, approachable and collaborative.
- Able to exercise initiative, maintain confidentiality and act with integrity.
- Committed to high standards of service and continuous improvement.

Desirable criteria

- Experience in a town or parish council environment.
- Experience of working in a public sector, not-for-profit, charitable or community-focused organisation.
- CiLCA or equivalent local government qualification, or willingness to work towards it.
- Experience of supporting formal meetings, boards, committees or equivalent decision-making forums.
- Experience of managing contracts,
- Experience of managing recreation grounds, community facilities or other aspects of council activities.
- Experience of communications, stakeholder engagement or public consultation.
- Experience of policy development, business cases, grant applications or funding bids.
- Commitment to local community

Assessment Methods

- Application form
- Interview
- Presentation and/or practical exercise, if required

Application Form Guidance Notes for Job Applicants

Please complete all sections of the application form as fully as possible and only use additional sheets where necessary. **If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.**

What we are looking for

Please ensure that your application addresses the requirements set out in the job description and personal specification. Applications will be assessed consistently and fairly against those criteria.

Information in Support of your Application

This is your opportunity to tell us why you are applying for this post and how you meet the person specification, particularly the essential criteria. Please give clear examples of your relevant skills, knowledge and experience. If further space is needed, please continue on a separate A4 sheet.

Applications on approved forms only

Applications must be made using the Town Council's application form. An editable version is included with this pack. Please do not submit a CV.

Submitting your application

Completed applications should be sent to deputy@godalming-tc.gov.uk.

References

A minimum of two references are required. We would prefer these to be your two most recent employers. If you are currently in employment, your current employer should be given as one of your referees. References will be taken up only if you are the successful candidate following interview.

Further information

You can find further information that will help with your application at www.godalming-tc.gov.uk. If you have specific questions about the application process, please contact Sarah Nash in the first instance, deputy@godalming-tc.gov.uk 01483 523575.

Your data is safe with us

As part of the recruitment process, Godalming Town Council collects and processes personal data relating to job applicants. The Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR). Further information about how we use your personal data is available [General Privacy Policy - Godalming Town Council](#)