



JOB VACANCY

PARISH CLERK

16 hours per week upto £14.21 Per hour subject to qualifications

The Clerks role is as a competent administrator, and a legal advisor of local authority protocol. Whilst these qualities are desirable, they are not essential at this stage as full training will be available.

The Clerk needs to have experience of financial administration, recording and presenting the Parish financial position, in a manner that members can understand and explain to residents.

The Clerk must carry out the decisions of the Parish Council as agreed at monthly meetings.

These actions to be compiled, progressed and reported to the Chairperson in a manner that can be presented to the council.

This post requires candidates to have a clear understanding of local government, and an excellent record in administration, policy, project management, communication and strategic thinking. Excellent IT skills are essential and attendance at committee meetings will be required (this will involve some evening meetings). You will be hybrid working with a minimum 2 days based within the parish office within the Pavilion at The King George V playing fields.

You will hold the Certificate in Local Council Administration (CILCA) or be willing to achieve this qualification within 15 months of commencing employment.

A candidate information pack including application form, job description and person specification is available on our website.

For further information about the work of the Parish Council please go to our website www.framwellgatemoorparishcouncil.co.uk . For an informal discussion regarding the post, please contact Cllr. Karon Willis, Chair of Framwellgate Moor Parish Council, on 07810838483.

The closing date for applications is 5.00pm Friday 25th August 2023, Start date of 2nd October 2023, with successful candidates invited to interview on Thursday 31st August 2023. via email / text message.