

Evenwood & Barony Parish Council

Randolph Community Centre, Stones End, Evenwood, Bishop Auckland, DL14 9RE

Clerk Vacancy Advert

Contract Type	Permanent
Working Pattern	Up to 7 hours per week, including 1 evening per month
Advert end date	Closed for applications on 24/11/2023 17:00hrs
Salary	LC2 (24-28) £31,099 – £34,724 FTE 37 hours (pro-rata per annum & skills and experience dependant)
Job Title	Clerk/Responsible Officer
Location	Evenwood & Barony

The salary for a qualified Clerk is based on LC2 (24-28) £31,099 – £34,724 FTE 37 hours (pro-rata per annum); this may vary depending on skills and experience.

We are looking for an excellent leader, manager and administrator who can help Members develop their vision for the council. The Parish Clerk will play a crucial role in turning words into action and ensuring the delivery of high-quality services to the residents of Evenwood & Barony Parish Council.

The person appointed will be directly accountable to the Parish Council for the efficient and effective day to day management of the Council's operations. He/she will also be responsible for all financial transactions and administrative functions.

Candidates should have a proven track record in administration and financial management as well as good communication and organisational skills.

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. Practical experience of a welfare ground and allotments management is highly desirable. Excellent IT skills are essential and attendance at evening meetings will be required, this will usually be one per month.

The appointed Clerk would ideally have or be willing to work toward the Certificate in Local Council Administration (CiLCA)

If you are a self-motivated individual capable of working without direct supervision; able to plan your own workload and that of others to meet specific deadlines; have enthusiasm and a flexible 'can do' attitude we would like to hear from you.

Candidate information including job description, person specification and application form is available from contact Barbara Nicholson, Chairwoman

For further information about the work of the Parish Council please go to our website <https://www.evenwoodandbaronypc.org.uk>

For an informal discussion regarding the post please contact Cllr Barbara Nicholson on 01388 834152 or send your expression of interest to the Randolph Centre at the above address.

The closing date for applications is Friday 24th November 2023 at 5.00pm.

Interview date: Date TBC during December 2023/early January 2024