

NORTH NIBLEY PARISH COUNCIL: VACANCY

Do you want to become more involved with your community? The Parish Council is looking for a Clerk. If so this is an interesting position which will bring the successful applicant into contact with a wide range of community organisations & activities.

We are looking for a self-motivated and organised individual for the role, who can demonstrate ability to fulfil the core duties of working with the councillors, preparing agendas, taking minutes and maintaining financial records, as well as representing the Council in its contacts with other organisations.

Candidates should have good IT skills, including the use of spreadsheets.

The Council will expect the Clerk to work from their home.

The Council's laptop computer and printer will be provided.

The position requires an average of 11 hours per week paid at a rate from £9.77 per hour. (The rate will be dependent upon competence and experience of the appointee).

The Council will ensure that the successful candidate receives the necessary support and training for them to effectively carry out the role. All training is fully funded. The successful applicant will be expected to work towards achieving the CILCA (Certificate in Local Council Administration) qualification.

The Parish Council meet at 7.30 pm, on the first Monday of every month.

If you are this candidate the Council look forward to hearing from you, by CV and letter, setting out your qualifications for the position.

Further details about the Parish Council can be found at:

<http://www.northnibleyparishcouncil.org.uk>

More information and full job description please contact the Acting Clerk on 01453 543604 or at rexsymons55@gmail.com

The Closing date for application is 29 April 2020.

Interviews will be held during the week commencing 4 May 2020.