

CHURCHILL PARISH COUNCIL

Clerk to the Council

Churchill Parish Council is responsible for the rapidly expanding parishes of Churchill and Langford. A vacancy has arisen for the post of Clerk to the Council.

The successful candidate will already have experience of administration within a local council / local authority / similar organisation and either hold, or agree to attain within 18 months of appointment, the Certificate in Local Council Administration (CiLCA) qualification. The Council employs a Finance Officer (RFO) as a separate post. The Clerk will work from home, however there are long term plans in early stages of formulation to establish an office within the Parish in the future.

The post is for 24 Hours per week (flexible hours by agreement) including attending evening meetings and you must have transport capability to travel to and within the Parish.

Salary on appointment will be dependent on experience and qualifications, in range LC2sp20 to LC2sp28 (£25,991 - £32,234pa Pro Rata : Actual(24 hrs) = £16,860 - £20,904).

Application details and Job Description / Person Specification can be obtained by :

Website : www.churchillpc.org.uk Email : Clerk of the Council : clerk@churchillpc.org.uk Or Telephone 07399 523961 to request application details

Closing date : **12 midnight Friday 14th May 2021**, Interviews for shortlisted candidates will be held only on **TUESDAY 25TH MAY 2021**