

EBRINGTON PARISH COUNCIL

PARISH CLERK VACANCY

Hours: Part-time - Approx. 10 hours/week on a flexible basis

Salary: £12.00 - £15.00 per hour (depending on experience)

Location: Parish council meetings held in Ebrington
Other duties – work from home.

Closing date: Friday, 29 April 2022 with interview to follow

Commencing: ASAP (date to be agreed)

Ebrington Parish Council are looking to appoint a Parish Clerk & Responsible Financial Officer (Clerk/RFO). The Clerk/RFO is responsible to the Parish Council for:

- Managing the day-to-day business of the Council
- Preparation of agendas and writing of minutes
- Providing advice as the Council's Proper Officer & RFO
- Implementing Council decisions, including drafting the Council's response to Planning Applications and communicating with key local and regional bodies
- Managing and reporting on the Council's finances
- Managing the parish website

Ebrington Parish Council are looking for someone with strong organisational and communication skills; and who can work on their own initiative and in partnership with Councillors.

A candidate who is CiLCA-qualified would be preferred, but applicants who can demonstrate relevant experience and who are willing to work towards the CiLCA qualification are also welcomed to apply. Training and advice from Gloucestershire Association of Parish & Town Councils (GAPTC) is available.

The parish council holds on average between 1 to 3 evening meetings a month. Hours (apart from attendance at parish council meetings) are flexible.

To apply please send applications (cover letter and CV) via email to clerk@ebringtonparish.org.uk.