

BRINDLEY & FADDILEY PARISH COUNCIL

POSITION OF CLERK TO THE COUNCIL

Applications are invited for the position of Clerk to Brindley & Faddiley Parish Council.

This is a part-time post of usually 10 hours per month servicing a Parish with an electorate of around 250.

The Council meets bi-monthly. The successful candidate will ideally have local government experience, (although this would not preclude applications from individuals without this experience) as the Parish Council will encourage training; be a proficient administrator; a good communicator and able to demonstrate a sound knowledge of Parish Council practices and procedures. High levels of IT skills are essential, to include web site management and accounting.

Salary negotiable within the Local Council Scale 1 (SCP 15 – 25).

The Parish Council is committed to achieving Local Council Award Status and the Clerk will be expected to hold or undertake the Certificate in Local Council Administration (with the support of the Council).

Further information is available from the:

Chairman: Alan Williams

Alanwilliams49@hotmail.co.uk 01270 524303

or

Deputy Chairman: Graham Barlow

Graham.barlow21@gmail.com 01270 524939

Closing date for receipt of CVs detailing relevant experience and skills:

17th December 2018

The Parish Council anticipates that the successful candidate will commence duties as soon as possible.