



# Prestbury Parish Council

## Clerk Vacancy

This is an interesting and varied part time post working predominantly from home during daytime hours supporting the Councillors to deliver real benefits to the community.

The Clerk will also be required to attend and minute one evening Council meeting per month, one planning meeting every three weeks (daytime), village event meetings approx. 10 times per year (daytime) a finance meeting every quarter (evening) and one annual parish meeting (evening).

The ideal candidate will have an understanding, and preferably experience, of the local government system, experience of committee administration, good oral and written communication skills. Candidates must have a proficiency in Word, Excel, PowerPoint, email administration, website administration and must be mobile within the Parish

Duties will include general administrative work, assistance with the organisation of village events, telephone and written communications.

Hours to be discussed and agreed at interview but approx. 15hrs per week. Salary £12.64 - £13.68 per hour i.e. SCP 18-22, dependent on experience and qualifications

A complete role descriptor can be found at the Parish Council website **[prestburyparishcouncil.gov.uk](http://prestburyparishcouncil.gov.uk)** or is available on request from Cllr Valerie Herbert, Vice Chairman.

Applications should be submitted to [v.herbert@prestburyparishcouncil.gov.uk](mailto:v.herbert@prestburyparishcouncil.gov.uk) no later than Sunday 22<sup>nd</sup> March

We anticipate interviews with shortlisted candidates to take place on 31st March or 1st April