

Terrington with Wiganthorpe & Ganthorpe Parish Council

Vacancy for Parish Clerk

Terrington Parish is a small parish, centred around our Howardian Hills village and encompassing the hamlets of Wiganthorpe, Ganthorpe and Little Terrington, all in an Area of Outstanding Natural Beauty. The active Parish Council seeks a highly motivated, enthusiastic person to become Clerk to the Council and Burial Board.

The post is part time, based on an average of 7 hours per month. Working mainly from home, the hours of work are flexible except for attendance at meetings – see below.

Salary in accordance with National Joint Council recommendations; pay scale **LC1**, points SCP 7 (£10.44) to SCP 12 (£11.53), dependent upon qualifications and experience.

Candidates must be IT literate and able to use the Microsoft Office suite - computer equipment and software is supplied. You must be able to store Council equipment and files at your home address and be available to attend Council meetings which are generally one evening every two months. During the Covid 19 crisis meetings have been 'remote' and this may reoccur.

Duties will include: acting as advisor to the Council (which involves learning the relevant parish legislation), preparation of the agenda, minute taking, compilation of correspondence, filing and some accounts assisting the RFO (a serving Councillor), in addition to being the Clerk to the Burial Board. As the Proper Officer you will be responsible for the management and administration of the functions that are exercised by the Council, in particular our statutory requirements.

Prior relevant experience and local knowledge are an advantage but not essential. Relevant training will be provided.

The application form (no CVs please), job specification and personal specification are available from:

Ian Barnett – Acting Parish Clerk, Terrington Parish Council

E-mail: ianbarnett@terringtonpc.co.uk

Telephone: 01653 648152

Closing date for applications: 12 noon, Monday 26th July 2021