

Fressingfield Parish Council is looking for a new parish clerk.

Are you looking for part-time employment? Would you like to support your local community?

Have you got administrative skills? Can you take minutes? Would you be willing to take up training?
Have you got great interpersonal skills?

Whether you have been a parish clerk before or not, think about this opportunity and why not send for a pack and apply? We would be pleased to hear from you.

If this looks a little daunting we would be pleased to tailor a post to help you develop your knowledge and skills over time.

We are very keen to appoint someone with local knowledge who lives in or very near Fressingfield.

APPOINTMENT OF CLERK

**Salary based on Association of Local Councils' pay scale
Dependent upon qualifications and experience**

Part-time 40 hours per month

If you have a genuine interest in helping our ambitious council develop and deliver timely, quality and innovative services to the local community, this post maybe ideal for you.

You will ensure that all legal, statutory, and other governing provisions relating to the council are observed, all council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

You should be highly motivated, enthusiastic and community focused, bringing sound leadership, staff management, administrative, communication, IT, and organisational skills, be flexible in your approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this post which will involve working evenings and possibly weekends.

Please e.mail Di Warne, Chair of Fressingfield Council, dwarne.fresspc@gmail.com for a recruitment pack and an application form.

Closing date for applications: November 30th 2024

Fressingfield Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.