

Luckington & Alderton Parish Council

Job Vacancy – Clerk to the Council

This part time position involving approximately 30 hours work per month becomes vacant from the 1st October 2020.

The job holder will be expected to hold over the internet/attend monthly evening meetings, apart from August, which are held on the second Wednesday of the month.

The post entails: Preparation for meetings including producing agendas and minutes, implementation of Council decisions, receiving and dealing with correspondence, maintenance of financial records and administration of the cemetery.

The candidate will have good computer and literacy skills and be familiar with Microsoft Word, Excel and email. Experience with holding meetings over the internet would be an advantage.

The applicant will be required to work from home. Training and computer equipment will be provided if required.

Salary offered is in accordance with official Local Authority salary scales, and for a candidate without previous experience of such a role would be at the rate of £10.44 per hour, subject to annual review, and a £22.50 per month office allowance. This is SCP payscale point 7.

A job description is available on request and on the Parish Council website at www.luckington.org.uk

Applicants should apply in writing by Friday 2nd October 2020 to Catherine Keegan - Luckington and Alderton Parish Clerk
Ashbridge House, Luckington, SN14 6NJ
Email: clerk@luckington.org.uk Telephone: 01666 800850