

## **BAR HILL PARISH COUNCIL**

Our parish clerk is retiring and we are looking for a full-time experienced clerk to fill this varied and challenging role serving a community of over 4000 residents set in this amazing village born 52 years ago. Excellent access to A14/M11, Cambridge and Huntingdon.

Ablly supported by our part-time responsible finance officer and part-time office assistant you will be responsible for all the normal statutory functions of a parish council including the management of vast tree/shrub and green amenity areas, an idyllic stream running through the village, nature reserve and old woodlands all with established programmes of maintenance management (environment and amenities budget, 55% of £145k Precept). There are 6 play areas and council owned property including management of the dedicated parish council office shared with our residents' association who produce the monthly community newsletter and run the annual fete; tenanted buildings and a number of land leases, including those held by village leisure and community clubs and organisations.

The 13 Councillors have always had an active role in supporting the responsibilities of the council in providing facilities and services to benefit this diverse community, and the clerk works with a number of committees and working parties investigating and executing these functions.

Exciting projects are underway including establishment of new website, further community facilities, and housing and business development.

Salary negotiable LC1/2, max scp23, depending on qualifications and experience. NJC T&C, 23 days annual leave and pension. You should hold CILCA as minimum. For further details contact [clerk@barhillpc.org.uk](mailto:clerk@barhillpc.org.uk) 01954 780456 Mon-Wed 9-1, Thurs 1-5pm.

Closing date for receipt of applications - noon 7 October 2020.