



**Bar Hill Parish Council**

Parish Council Office

Hanover Close

Bar Hill

Cambridge

CB23 8EH

Tel: 01954 780456

Email: [clerk@barhillpc.org.uk](mailto:clerk@barhillpc.org.uk)

# **VACANCY - Bar Hill Parish Clerk**

## **FULL TIME ROLE (Approx 37 hours/week)**

Ideally CILCA qualified Parish Clerk or willing to work towards this qualification.

Knowledge of local government procedures.

An excellent communicator with high level IT skills.

Flexibility to the needs of the position.

Role includes:

Attendance of 2 x Parish monthly evening meetings.

Documentation and circulating of minutes of meetings providing comprehensive administration support.

The role is supported by an RFO and office assistant.

Starting salary £25,481 (SCP 19)

We welcome applications, please send your CV and covering letter by email to [clerk@barhillpc.org.uk](mailto:clerk@barhillpc.org.uk)

A full job description is available on request.

**Closing date for applications Monday 16th November**