

Appointment of Clerk to the Council

Elton is a small parish in Cambridgeshire, with a population of approximately 900. The Parish Council consists of 8 councillors and is very active with good working relationships with the district and county councils and adjoining parish councils in Cambridgeshire and North Northamptonshire.

We are looking to recruit our Clerk to the Council and we believe that the person we appoint will be:

- ideally qualified and hold the CiLCA qualification, however individuals who are willing to work towards this qualification will be considered.
- self-confident in managing their relationships people at all levels
- able to work independently and effectively
- able to manage a diverse and at times complex range of work
- able to attend evening meetings of the Council at least once a month

Salary will be within LC1 of the National Joint Council for Local Government Services pay scale.

Because of the nature of the work we expect the person we appoint to work flexibly for approximately 16 to 20 hours per month. The actual hours of work will be subject to agreement on appointment. Since we do not have Parish Offices the successful candidate will be expected to work from home for much of the allotted time.

We expect our successful candidate to demonstrate a good understanding of local government procedures, finance and law. This is a varied role where they will be responsible to the Council for all aspects of finance and administration of the Council, providing appropriate advice and implementing decisions. The appointed person will also be capable of researching, understanding and presenting planning and other issues to the councillors and community.

The members of the Parish Council believe that to be successful in this role the Clerk will need to build relationships at all levels and also demonstrate strong organisational, time management, administrative and IT skills.

The Clerk will have the full support of the Parish Councillors'.

A full job description and Person Specification is available from Paul Willson or Sylvi Ranford, to whom questions concerning the role should be addressed in the first instance. Their e-mail addresses are paul_willson@hotmail.co.uk and sylvielton@aol.com

Applications to be by CV only, which should be sent by e-mail to: Paul Willson by close of office hours on Friday 29th October 2021.

It is anticipated that interviews for this position will be held at Highgate Hall, Overend, Elton early November 2021.