

Parish Clerk

Fenstanton, Cambridgeshire

Part-time (approx. 10hrs/week)

£20,092 - £28,672 (pro-rata) depending upon related qualifications and experience

Fenstanton is a mid-sized parish, with a growing population of some 3,600. The Parish Council is made up of twelve councillors.

You will be responsible for all aspects of legal and statutory aspects of the Council, as well as providing advice and overseeing the implementation of council decisions. In addition, you will be responsible for overseeing the activities of a part-time Administrator and Finance Officer.

Ideally you will be a qualified parish/town clerk or prepared to study for the CiLCA qualification (full training and support can be provided), able to demonstrate good knowledge of local government procedures, with the ability to work independently and effectively. There will be a requirement to attend council and committee meetings, which are usually held in the evening, 1-2 times/month.

We are looking for a self-motivated, enthusiastic individual; with integrity, diplomacy when dealing with people, and strong organisational/time management skills.

Please send your completed application, including a current CV and quoting ref: FPC1, to: clerk@fenstantonparishcouncil.org.uk.

Closing date for applications: 25th September 2020

Further information, including a full job description is available

www.fenstantonpc.org/current-vacancies-and-requests-for-service/