

GREAT SHELFORD PARISH COUNCIL

Vacancy for Parish Clerk

Great Shelford Parish Council is a pro-active council serving a population of over 5,000.

The Parish Council has 15 Councillors, 5 regular committees, a precept of over £250,000 with a Budget Expenditure of £315,000 in 2021-22.

The Parish Council or F&GP Committee meets every month, the Planning Committee meets every two weeks and other Committees meet as necessary.

The current Clerk and RFO covers all duties supported by an Assistant Clerk and a Web Admin contractor.

The Parish Council require a replacement for the Clerk role and are prepared to consider a job share appointment, depending upon abilities of applicants.

Parish Clerk

- Approximately 30hrs to 37hrs per week, averaged / flexible over each month
- Pro rata Salary NJC SCP27 to 37 (£31,346 to £40,876) as £16.29 to £21.25/hr

The Clerk role is home based and will include some evening or weekend work, including carrying out duties as necessary within Great Shelford.

Parish Council meetings generally take place at the Great Shelford Pavilion.

Applicants may apply for the full role or a job share appointment

Closing date for applications Friday 21st May 2021

To receive detailed Job Descriptions and / or apply please contact Parish Clerk on

clerk@greatshelfordparishcouncil.gov.uk