

Council name	Melbourn Parish Council
Job Title	<b>Parish Clerk</b>
Where you are located	Melbourn, Cambridgeshire
The number of electors	Approx 4,000
A summary of the job and functions	<p>The Council is seeking to appoint a forward-thinking Parish Clerk, a superior communicator, with a 'can do' attitude and a collaborative approach, who can deliver on the Parish Council's Strategic Plan.</p> <p>The Clerk will be responsible for managing a small team to effectively undertake the day to day business of the Council and to:</p> <ul style="list-style-type: none"> <li>• Provide professional support and guidance in respect of all aspects of the Council's work</li> <li>• Ensure the efficient execution of all decisions taken by the Council and all administrative functions.</li> <li>• Act at all times in an impartial and apolitical manner in the Council's best interests and accordingly advise the Council in matters of policy</li> </ul>
Requirements in terms of experience and education	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Hold the Certificate in Local Council Administration (CILCA)</li> <li>• Be experienced in advising a busy and pro-active Council with a budget in the region of £250,000</li> <li>• Be familiar with local government law and procedures, IT literate and able to demonstrate strong people and financial management skills.</li> </ul>
Hours of work per week	29 hours – to be reviewed after 6 months
Days and times of work	Core office hours are 9am-1pm and there will be some evening work for Council business meetings.
Scale point and Rate per Hour	Up to a maximum of SCP 34 depending on qualifications and experience
Start date	September 29 <sup>th</sup> 2020
How to apply – letter, CV or Application Form	Application Form – please email <a href="mailto:parishclerk@melbournpc.co.uk">parishclerk@melbournpc.co.uk</a>
Closing date for applications	Closing date: 7 <sup>th</sup> August 2020
Who to contact for more information	<a href="mailto:parishclerk@melbournpc.co.uk">parishclerk@melbournpc.co.uk</a>
Postal Address (or email address) to send applications	Melbourn Parish Council The Hub, 30 High Street, Melbourn, SG8 6A