

Dersingham Parish Council

Parish Council Business Manager

Salary Scale LC 2 (scp 24-28)

Starting salary dependent on skills and experience.

18 hours a week, mainly based in the Parish Council office within Dersingham Village Centre, with flexibility for some home working if required.

Local Government Pension Scheme offered.

Dersingham Parish Council has recently reviewed its staffing structure and is looking to recruit a Business Manager to work with our elected members to deliver its priorities to the community. The post will fulfil the role of clerk and be the Council's Proper Officer.

The successful candidate will have excellent administrative and organisational skills. Experience of working within local government preferred. It is essential that you are a good communicator and able to deal with a wide range of people with diplomacy and tact. You will need to demonstrate that you are a good team player, will be able to work under pressure and have experience of the use of a wide range of Microsoft products. The qualification of Certificate in Local Council Administration is preferred, but support for training will be given.

The successful candidate will be responsible for managing the Council's services, two other members of staff and be willing to work closely with councillors to ensure that the Council continues to move forwards by delivering new initiatives and projects. Our work is delivered through 4 committees and duties do require some evening work including attending full Council and Committee meetings, usually on a Monday evening. The Business Manager will be supported by an Assistant Business Manager and a Responsible Finance Officer. The Business Manager will be expected to build and maintain good working relationships with all Councillors, residents, contractors and other organisations within the village. This role does not include Responsible Financial Officer duties, as this function is a separate post.

Dersingham is a large rural village adjoining the Sandringham Estate. The village has grown over the last 40 years and today has a population of just under 5000. Currently we have 14 councillors (maximum 18). The village is midway between the port of King's Lynn and the coastal resort of Hunstanton and has a range of local shops and services.

If you wish to take this opportunity to serve a vibrant local council and have the required organisational, administrative and personal skills please send a CV together with a covering letter addressed to the Chairman, Dersingham Parish Council, by post to the Parish Council Office, 83 Manor Road, Dersingham PE31 6LN or email to coral.shepherd@dersingham.org.uk. If you wish to discuss the post prior to application please contact the Chairman on 01485 542247.

The closing date for applications is 24th August 2022. Interviews will be w/c 5th September 2022.