

FOWLMERE PARISH COUNCIL

Recruitment of part-time Parish Clerk

The Council

Fowlmere Parish Council serves the village of Fowlmere, which has a population of 1,200. The Council has nine Councillors, and has three regular committees. The annual precept is over £40,000.

There are monthly Council meeting, and quarterly Finance Committee meetings. The Burial Board Committee meets twice a year, or more often if required. The Planning Committee meets to consider planning applications as they arise, at least every month.

The Clerk

The role of Parish Clerk and Responsible Financial Officer is part-time. The Clerk provides administrative support to the Council, including arranging and taking minutes of meetings, general correspondence and financial administration. The Clerk is the principal point of contact for the Council. The post involves working from home, and attending all meetings, particularly the 3rd Tuesday in the month for Council meetings, with Sub-committee meetings arranged to suit Clerk and Councillor availability.

Applicants should have good communication, IT, and organisational skills. Experience and knowledge of working with local government procedures is desirable. Relevant training will be provided.

Terms and conditions

The post is for 48 hours a month. Allocation of time per week is at the Clerk's discretion.

Salary will reflect experience.

There is a contributory pension scheme.

The Council will fund membership of the Society of Local Council Clerks.

To apply

A detailed job description will be provided on application to the Parish Clerk on clerk@fowlmereparishcouncil.gov.uk

The Parish Council welcomes all applicants. Applicants should have an interest in the local community and in upholding the positive reputation of the Council.

To apply, please send your CV and a covering letter to Cllr Steve Mulholland, Vice Chairman, on steve.mulholland@fowlmereparishcouncil.gov.uk.

The closing date for applications is 31st October 2021. Interviews will be held in Fowlmere on 4th November 2021, in the evening.