



Appointment of Clerk to Little Thetford Parish Council

Little Thetford is a small parish with a growing population of approximately 900. The parish council consists of seven councillors.

We are looking to recruit our Parish Clerk and we believe the essential person we appoint:

- holds, is working towards or willing to work towards the CILCA qualification
- self-confident in managing their relationships with people at all levels
- able to work independently and effectively
- able to manage a diverse and at times complex range of work
- able to attend evening meetings of the council once a month.

Due to the nature of the work we expect the person we appoint to work flexibly for 40 hours per month with a salary based on Spinal Column Point 13 – 17 (£11.76-£12.73 per hour). The breakdown of the hours per week will be agreed upon appointment. Since we do not have a parish office, the successful candidate will be expected to work from home for much of the allotted time.

The Clerk will be responsible for ensuring the instructions of the Council are carried out, with a sound knowledge of local government law and procedures.

The members of Little Thetford Parish Council believe that to be successful in this role the Clerk will need to build relationships at all levels and also demonstrate strong organisational, time management, administrative and IT skills.

A full job description and Person Specification is available from the Locum Clerk, Libby White. Any questions about the role should be addressed to her email parish.clerk@littlethetford.org.uk

Applications will only be accepted on the Application Form provided, and sent by email to parish.clerk@littlethetford.org.uk or by post to Libby White, c/o Little Thetford Village Hall, The Wyches, Little Thetford, CB6 3HG by 12noon on Friday 15th January 2021.

It is anticipated that interviews for this position will be held on week commencing 25th January 2021.