

## **Lode Parish Council Parish Clerk Vacancy**

Lode with Longmeadow is situated seven miles north east of Cambridge and seven miles west of Newmarket. The total population of the Parish is approximately 900. The parish council currently consists of 4 Councillors (with 3 vacancies) and meets monthly. The council is seeking to appoint a committed and enthusiastic person to fill the post of part-time parish clerk working from home.

Applicants must be able to demonstrate that they have experience in administration, financial accounting and budgeting. To be successful in the role they will need to have strong organisational, time management, administrative and IT skills. They will need to attend monthly evening meetings of the Council and to be able to manage a diverse range of work.

Preferably they will have a working knowledge of local government law and procedures, or show they have the potential and willingness to learn with on-going training.

Hours of work are nominally 30 hours per month including evening meetings, subject to review.

The nature of the role means that flexibility is essential as the hours may vary from month to month. Any additional hours will be paid at normal rates. The salary is in line with NALC LC2 SCP 20 (currently £13.75 per hour), this will be subject to negotiation based on experience and qualifications. Recognising the costs of working from home the parish council will pay an additional £260pa which is tax allowable. A mobile phone and laptop will be provided to ensure the Council business can be kept separate from personal matters.

For a detailed job description or an informal chat about the role please contact the clerk at [jonathan.giles@lode-pc.gov.uk](mailto:jonathan.giles@lode-pc.gov.uk). For general information about the parish council please contact the chair at [rob.small@lode-pc.gov.uk](mailto:rob.small@lode-pc.gov.uk).

The parish council welcomes all applicants and they 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 [jonathan.giles@lode-pc.gov.uk](mailto:jonathan.giles@lode-pc.gov.uk).

Closing date for applications: 11<sup>th</sup> July 2022 with interviews expected to be held in the week commencing 18<sup>th</sup> July.

Lode Parish Council is committed to equal opportunities, to the protection and safety of all its residents and expects all staff and volunteers to share this commitment.