

WELNEY PARISH COUNCIL

Vacancy for Parish Clerk, April 2020

Applications are invited for the role of part-time Parish Clerk. The position should be available from April 2020 and will involve administration of Council business, implementing the various decisions made by the Council and ensuring the Council's legal obligations are met.

The job entails up to 6 hours work per week and will be based at our office in Welney at mutually agreed times and days. Some work could also be home-based. Attendance will also be required at the Council's meetings on the first Tuesday of each month starting at 7.15 pm at the William Marshall Centre, Hurn Drove, Welney. A laptop and printer will be provided. Salary will be based on the National Joint Council for Local Government Services ("NJC") pay scales depending on experience and qualifications.

We are looking for someone who

- Is self-motivated
- Has good secretarial and shorthand skills
- Has IT skills and experienced in MS Word and Excel or LibreOffice equivalents
- Lives in or close to Welney with a good knowledge of the Parish and area
- Ideally, holds the CiLCA qualification or is prepared to work immediately towards achieving it.
- Has social media skills or is prepared to learn
- Understands or prepared to learn WordPress software to enable updating our Website.

The main duties will include

- Arranging, publicising and attending Parish Council meetings
- Preparation of Agendas (in conjunction with the Chairman) and Minutes of meetings
- Liaison with the District & County Councils, other organisations and official bodies and the public as requested.
- Dealing with correspondence and administrative tasks include scanning and logging all incoming mail.
- Reviewing all Parish Council policies including Standing Orders and Financial Regulations
- Managing the Parish Council website
- Maintaining Parish Council files, paper and electronic.
- Maintaining assets registers for Council and Charity properties
- Arranging the Annual Parish Meeting in March of each year.

The position does not currently include managing finances and accounts.

The Parish Council are sole Trustee of the Welney Playing Field Charity and the Clerk would be expected to attend Trustee meetings as and when arranged. Short meetings follow an ordinary Council meeting.

Applicants should apply in writing as soon as possible, including CV and the names and addresses of two references, to The Chair, Welney Parish Council, William Marshall Centre, Hurn Drove, Welney, PE14 9SD

Closing date for applications: 31st March 2020. Interviews will be arranged shortly thereafter