



St Leonards and St Ives Parish Council

Job Vacancy - Assistant Parish Clerk

St Leonards and St Ives Parish Council has a vacancy for a part time Assistant Parish Clerk.

The role is 12 hours a week, salary is £14.21 an hour based on the NALCs pay scales SCP18 LC2 and is dependent on qualifications and experience. Leave is 22 days per annum which equates to 53 hours a year plus bank holidays. Access to the Local Government Pension scheme is available for this role.

The main responsibilities are to provide support to the Clerk in their duties and to ensure the smooth running of the parish council.

Candidates will need to be good communicators with strong interpersonal skills together with the ability to deal with a wide range of people using both tact and diplomacy. They must be familiar with Microsoft Word, Outlook and Excel spreadsheets and have experience with financial bookkeeping. Experience of minute taking, and an understanding of local government would be desirable but not essential as training will be provided.

There will be an opportunity for you to work to achieve the Certificate in Local Council Administration (CiLCA), which will be funded by the Parish Council.

The position is predominantly office based in the Village Hall, St Leonards. There is limited flexibility for remote working. However, working hours may be arranged to fit around caring or similar responsibilities. You must have the ability to travel around the parish.

If this position interests you, and you would like to understand more about the role, then please call the Clerk for an informal chat. Alternatively, if you believe you have the necessary skills and experience, we are looking for then please contact the Clerk for an application form.

Contact details: Clerk to the Council, Mr Jonathan Ross.
Clerk@stleonardspc.org.uk. Phone 01425 482727.

Closing date for applications: Midnight 19th February 2023

Interviews will be held on Thursday 2nd March 2023