



Alwoodley Parish Council

Alwoodley Parish Council seeks a highly motivated, enthusiastic person to take on the role of Clerk to the Council.

The postholder will work 45 hours per month mainly from home and is also expected to attend the monthly Parish Council and Planning Committee meetings – generally on the first Monday. The starting salary is £12.40 per hour.

Duties include: acting as advisor to the council, minute taking, compilation of correspondence, updating the Parish Council website, filing, being responsible for the Parish Council accounts and financial records and willingness to undertake training in all aspects of local government administration.

Previous local government experience is desirable, but is not necessary as training will be given.

A copy of the application form and more details are available from the Parish Council website: www.alwoodleyparishcouncil.org/about-us

Previous applicants need not re-apply

Closing date for applications – 19th October 2018