

## Vacancy Advertisement Fulford Parish Council, York

### Part-Time Deputy Clerk – 9 hrs per week

Fulford Parish Council is seeking a dedicated individual to join the team as a Deputy Clerk. The position will be home based with attendance at meetings in Fulford. Working under the direction and supervision of the Parish Clerk & Responsible Financial Officer (RFO), the Deputy Clerk will play a crucial role in supporting the general weekly Council matters.

**Location:** Home working and attendance at meetings in Fulford, York.

**Benefits and Compensation:** NJC Pay Grade SCP 15 pro rata based on 9 hours per week.

**Application Deadline:** 29th February 2024.

The successful candidate will be responsible for a wide range of tasks, including but not limited to:

- Comprehension of, and compliance with the Council's Standing Orders & Financial Regulations.
- Receipt and management of correspondence and documents on behalf of the Council.
- Responses to public and external agency enquiries.
- Act as a representative of the Council.
- Assist with meeting administration, facilitation and minutes.
- Safeguard accounts and Council records in the absence of the RFO.
- Provide holiday/leave cover for the Parish Clerk & RFO.

**A full job description with Qualifications Requirements is available on request to:**

**[clerk@fulfordpc.org.uk](mailto:clerk@fulfordpc.org.uk)**

**Application Process: Completion of the online application form at:**

**<https://forms.office.com/e/WaAMNgdQGN>**

Where additional space is required for any of the online responses, a PDF copy of the online application can be emailed together with the additional information completed on a separate sheet (indicating which question(s) required additional space) to [clerk@fulfordpc.org.uk](mailto:clerk@fulfordpc.org.uk)

### Council Information:

Fulford Parish Council covers an area in York from Crockey Hill in the south to St Oswald's Road in the north. The parish is home to over 3000 residents in a diverse range of properties, including large period houses, cottages, pioneering sustainable properties, contemporary flats, bungalows, and traditional family homes. The Parish Council is responsible for Fulford Cemetery on Fordlands Road, Fulford Allotments, Fulford Social Hall, Fordlands Road playing field, and School Lane playing field. Further information is available on the website at [www.fulfordparishcouncil.org.uk](http://www.fulfordparishcouncil.org.uk)