

ADVERT FOR CLERK

Hartwith cum Winsley Parish Council, North Yorkshire (formerly Harrogate District) Vacancy for Clerk

Hartwith cum Winsley Parish Council is looking for a self-reliant and enthusiastic person to take on the role of Clerk to the Council.

This is an ideal opportunity for someone wishing to work mainly from home, with flexible hours, and would suit someone wanting to combine the role with other commitments. The role is part-time and is contracted for 18 hours per month, with the working hours organised by the Clerk to fit the rhythm of Council work, particularly the run-up to, and immediately after, monthly Council meetings. The successful applicant must be available to attend evening meetings of the Council which are usually held on the third Tuesday of the month. Occasional attendance at additional meetings is also required.

The salary range for this role is SCP 13 to 17 on the National Joint Council pay scale,. Starting salary will depend on qualifications and experience. Progress up the pay range is by annual increments, subject to satisfactory performance.

The successful applicant should have a good level of education, with well-developed communication skills as a key representative of the Council in the community. You will be comfortable engaging with people by phone, email and face-to-face in meetings and, ideally, will have experience of managing social media and website administration. You will have good administrative skills, including taking minutes of meetings, and be used to working to deadlines. You will need to be computer literate and familiar with the Microsoft Office suite of applications. Knowledge of the local area would be an advantage, and an interest in parish activities is desirable.

Chair of Hartwith cum Winsley Parish Council, Cllr Tom Watson
tomwhartwithpc@btopenworld.com or visit <https://www.hartwithcumwinsleypc.co.uk/>