

Job Vacancy for Assistant Clerk

Laughton-en-le-Morthen Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Assistant Clerk.

The post is part time, 5 hours per week and the salary is in accordance with National Joint Council recommendations; pay scale LC1, points 10 to 14 being £11.28 to £12.21 per hour, dependent upon qualifications and experience. The post is a fixed term contract for 24 months.

Duties include providing support to the Parish Clerk and Members of the Parish Council, which will include primarily undertaking administrative duties as directed by the Clerk.

The successful applicant will have good communication, administrative and literacy skills as well as a good IT skill set, as they will be interacting with the public, Councillors, and other organisations in both verbal and written formats. The assistant clerk needs to be organised, flexible and able to show initiative. The role will be mainly working from home though attendance at meetings and filing items at the village hall may be required from time to time.

Prior relevant experience is an advantage, but training in all aspects of local government administration, will be provided.

The application form, job specification and personal specification are available from:

Clerk-laughtonparishcouncil@outlook.com

Closing date for applications: 24th June 2022