

Sherburn in Elmet Parish Council is seeking a part-time Deputy Clerk to the Parish Council (15 hours over 3-4 days)

Salary Range is NJC Scale LC2 (18-23) £25,419 to £28,226 pro rata dependent on qualifications and experience

Based at the Eversley Park Centre, Sherburn in Elmet Parish Council is an active council that seeks a motivated person to work alongside and support a dedicated Clerk to the Parish Council and a Responsible Financial Officer (RFO). Together with the Clerk and RFO, you will support the Parish Council, members of the public and our local community groups, assisting with the general administration of the council. Your role will encompass a variety of tasks, including liaising with contractors, updating our website and social media pages, preparing press releases, sourcing quotations, minute taking in meetings plus Land and Premises management.

Your application will be able to demonstrate the following key skills and experiences.

- Excellent administrative procedures, together with the use of a wide range of computer packages; including Microsoft word, excel and office 365.
- Your excellent communication skills will be used threefold, to councillors, to the public and the community groups. You will have the ability to discuss and present finances in a clear and professional manner at all levels across the council as well as the ability to meet and greet the public during office opening hours, offering support or answering questions they or other local community groups may have.
- The capacity to work as part of a small team of 3 office staff.
- The hours of employment would usually be carried out in the office, but the role will demand some flexibility in terms of working patterns.

Further information

- The hours of employment will include working in the parish office in Sherburn in Elmet with some flexible hours from home.
- The successful applicant will be required to attend 2 evening meetings per month (some flexibility will be needed)

Additional Employee Benefits

- Industry recognised NEST pension opt out scheme
- 21 days annual leave pro rata plus bank holidays and 2 extra days
- Free parking
- Free refreshments
- Easy access to shops and surrounding park

The closing date for receipt of applications is noon, on Monday 11 April 2022

Interviews week commencing 18 April 2022

To apply for the post, please download the documents from the vacancies page on our website www.sherburninelmet-pc.gov.uk

If you wish to discuss the post or would like a pack emailing, please contact the Clerk Nicola Smith on 01977 681024 or e-mail clerk@sherburninelmet-pc.gov.uk