



VACANCY FOR A DEPUTY PARISH CLERK

Part time Post: 20 Hours Per week

GRADE: NJC SCP Points 18 to 24 [£24,982 to £28,672] per annum pro-rata
Pro-rata Annual leave and access to Local Government Pension Scheme (APF)

Overview: Westerleigh Parish Council has a vacancy for a Deputy Parish Clerk. This is a new post for 20 hours per week for WPC to recruit a Deputy Parish Clerk who would work towards the 20 hour Parish Clerk role within a maximum of 2 years.

The Parish of Westerleigh is situated in South Gloucestershire to the north of Bristol and south of the Cotswolds and covers the villages and hamlets of Westerleigh, Coalpit Heath, Mayhill, Henfield, and Kendleshire.

The Parish Council owns Bitterwell Lake, a fishery and recreational area, and has an appointed Fishery Manager who lives on site. There are also two playing field areas, one in Westerleigh and one in Henfield, and a small woodland on Ivory Hill. (The Parish Council does not have allotments or burial/cemetery services)

The Parish Council has up to 9 Councillors who work together to improve the Parish.

Working Arrangement: Reporting to the Parish Clerk, you will work for a total of 20 hours per week which would include attending at least one evening meeting per month. This is a home based role although during the initial period some working would be alongside the Parish Clerk. There is flexibility of days/hours in agreement with the Parish Clerk.

Main purpose of the Job: To manage and support administration in relation to the Parish Councils' services and activities and to support the Clerk to the Council in the execution of all Council business to meet the Parish Council's statutory requirements. This will include attending meetings, minute taking and maintaining records, supporting the Parish Clerk with day to day management of the Council and ensuring that all legal requirements are complied with. Attendance at evening meetings is required. To deputise for the Parish Clerk during their absence. To train towards the full role of Parish Clerk alongside a Finance Officer within 2 years.

Requirements: The ideal candidate will have a good standard of education to GCSE level grades A – C or equivalent High level of literacy and numeracy, will hold, or is studying towards the CiLCA qualification and have a good knowledge of the management and running of a Parish Council, or is willing to undertake this training as part of the role. Alternatively a candidate with transferable business skills would be considered with a range of business and project management skills.

To Apply: Please download the job application pack from the parish council website:

<https://www.westerleighparishcouncil.org.uk/job-vacancy/>

Completed applications should be emailed to: westerleighpc@gmail.com

For an informal chat, please contact the Parish Clerk, Sue Simmons on 07530 312700

Closing Date: 29th October 2021 Interviews will be held from November 3rd onwards.

Westerleigh Parish Council is an Equal Opportunities employer working within GDPR