



Minchinhampton Parish Council

Deputy Clerk, 21 hours a week

Starting Salary at NALC pay scale SCP18 (currently £30,559) pro rata

Minchinhampton Parish Council is looking to recruit a new Deputy Clerk to join its small staffing team, working alongside the Clerk and Assistant Clerk.

This dynamic role would suit a highly motivated, community-spirited individual with some knowledge or experience of local government, who can demonstrate excellent administrative, organisational and communication skills. The Council is looking at an ambitious programme of growth and aims to ensure the very best services and facilities are provided for its residents and visitors. It also has a number of exciting projects it wishes to undertake and complete in the coming financial year; working as part of a small, friendly team, the Deputy Clerk's positive attitude and flexible approach will help the council achieve these ambitions.

Full training can be provided for the successful candidate; the CiLCA qualification is not essential. Some evening work will be required, for which time off in lieu will be given. Whilst flexible working arrangements are negotiable, the role will be based at The Trap House, Minchinhampton.

Minchinhampton Parish Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

The closing date for applications is Monday 6th January 2025 and interviews will take place on 13th and 14th January 2025. To request a copy of the Job Description, Person Specification and Application Form for this post, please email clerk@minchinhampton-pc.gov.uk or call 01453 731186.