

PART TIME VACANCY

Wheatpieces Parish Council, on the outskirts of Tewkesbury, invite applications for the position of Clerk to work alongside the Responsible Finance Officer.

The post is initially for between 12.5 hours to 15 hours per week, flexible, subject to agreement.

The Council is looking for a well organised, enthusiastic person with excellent office management. It is essential that the applicant communicates well at all levels and has strong ICT skills – particularly a good knowledge of Word and Excel. Excellent administration skills are a key requirement including accurate minute taking. A basic understanding or previous experience of Local Government is preferred, but candidates from other sectors who can demonstrate the relevant skills will be considered.

The role will also involve liaising with the Borough and County services when required.

Training is available for all aspects of the Clerk role.

The successful applicant will be based at the Parish Council office in the Wheatpieces Community Centre

The successful applicant will be required to attend all meetings of the Parish Council and its committees and sub-committees. At present the Full Council meetings take place monthly, usually on the 1st or 2nd Wednesday (subject to hall availability) at the Wheatpieces Community Centre. There are currently two committees, a Community Centre Committee and an Environment Committee, which meet as and when required.

Salary starts at LC1 salary point 10 (currently £11.28 per hour) or higher depending on experience and qualifications.

For a full job description and person specification please contact the Clerk on:
clerk@wheatpiecesparishcouncil.com

Closing Date for Applications is Monday 25th April 2022

Interviews to be advised

Applicants should send a CV and covering letter to:
The Chairman of Wheatpieces Parish Council, Cllr. Stuart Meredith, copied to the Clerk:

By email to: cllr.meredith@wheatpiecesparishcouncil.com
c.c email to: clerk@wheatpiecesparishcouncil.com

By post to: Wheatpieces Parish Council
Wheatpieces Community Centre
Columbine Road
Walton Cardiff

Tewkesbury, Glos GL20 7SP

POSITION FILLED