



# Armitage with Handsacre Parish Council

## VACANCY FOR THE POSITION OF DEPUTY CLERK

Applications are invited for the post of Deputy Parish Clerk.

**Duties include:**

- Dealing with correspondence from Councillors, members of the public and external organisations
- Maintaining and updating the council's website
- Maintaining and updating the council's proper office systems
- Assisting at events
- To assist the Parish Clerk in general office duties

**The successful applicant will have:**

- Good communication skills both written and verbal
- Good IT skills, experience with Microsoft Word / Excel / Email systems
- An ability to have knowledge, understand and interpret Local Government Law and procedures
- Ability to work on their own and under instruction
- Knowledge of the Parish area would also be an advantage
- Ability to carry out work with discretion

The Deputy Clerk will be required to work from the Parish Council office located at the Village Hall, Shropshire Brook Road, Armitage.

The post is for 15 hours per week and the council would require the successful candidate to work in the office to cover the office and the Parish Clerk as necessary, Monday to Friday (excluding Bank Holidays and weekends).

The successful candidate will hold CiLCA or will be willing to undertake the qualification within the first 18 months in post.

Training will be offered as appropriate, and the rate of pay will be £29,269 to £32,076 ( £15.21 to £16.67 per hour) pro rata. A generous annual leave allowance and pension scheme are available.

**Closing Date:** Thursday 20<sup>th</sup> June 2024

**Interview Date:** week beginning 24<sup>th</sup> June 2024 provisionally

**Application:** Send a current CV plus a letter of application giving full details of relevant experience, suitability for the job and reasons for applying to [armitageparish@hotmail.com](mailto:armitageparish@hotmail.com) or by writing to Cllr T Marshall, Chair, Armitage with Handsacre Parish Council, Armitage and Handsacre Village Hall, Shropshire Brook Road, Armitage, WS15 4UZ.