

Queniborough Parish Council

Vacancy for Deputy Clerk

Queniborough Parish Council require a Deputy Clerk to support the work of the Parish Clerk. This includes working with the Clerk on the full range of tasks carried out by the Council, including some project work, clerking some meetings, preparing agendas, taking minutes, dealing with correspondence and contractors, updating the website and deputizing for the Clerk when absent. Due to the Coronavirus restrictions, the Parish Office, on Rearsby Road, is currently closed to the public and the Parish Council is meeting remotely via Zoom. The Deputy Clerk will, for the moment, be required to work mostly from home with sometime in the Parish Office. As current restrictions are lifted the work will be mainly at the Parish Office. A laptop will be provided.

The successful candidate will be required to have good interpersonal, administrative and IT skills. Training will be given relating to the work of Parish Councils. Further advancement in this position may be available in the future.

The post will be for 11 hours per week in the salary range of £10.86 to £11.30 per hour, depending on qualifications and experience. There is an annual salary review.

Further information and an application form are available by emailing clerk@queniboroughpc.org.uk. The closing date for applications is 6th November.

This advert replaces the advert for an Administrative Assistant and candidates who have expressed an interest in that post have been contacted.