



WORTH PARISH COUNCIL

VACANCY FOR AN ASSISTANT CLERK

Worth Parish Council is seeking an adaptable and enthusiastic person to act as the assistant to the Parish Clerk. You would be supporting the Clerk and the Responsible Finance Officer in their roles in managing Council business and advising the Council on all aspects of local government administration.

The Assistant Clerk is responsible for managing and clerking Planning Committee meetings, and the administration of the Crawley Down Allotment site. He/she would stand in for the Clerk when necessary.

The role requires a community focus, together with excellent administrative, communication and IT skills.

The ideal candidate will have experience in local government, and either be CiLCA qualified or be willing to achieve this within a specified time period. It would be desirable to have some bookkeeping experience.

The hours are 15 hours per week, with some evening meetings; the salary will be in the range LC1 (7-12) which equates to £10.16 to £11.22 per hour dependent on qualifications and experience.

For an application form and full job description please contact the Clerk Jennifer Nagy via email at clerk@worth-pc.gov.uk

Closing date for applications: 12th June 2019