

Welton Parish Council

invites applications for the position of

PARISH CLERK

This is a part-time post of 40 hours per month and the successful applicant will be required to work from home and attend council meetings in Welton.

The hours of work are flexible except for attendance at Council meetings which fall on the third Tuesday of each month from 7.00pm. (Meetings usually finish between 9.30 to 10.00pm).

Duties will include managing the council's administration, servicing council meetings, fulfilling the statutory role of Responsible Financial Officer, undertaking research, advising councillors and carrying out such other duties as are appropriate to the role of Parish Clerk.

The post is subject to a six-month probationary period and the successful applicant will be expected to hold the Certificate in Local Council Administration (CiLCA) or be willing to undertake the necessary training to obtain the qualification. Council will provide necessary training as required.

Salary: NJC scale points 26-38 (£23,398 - £33,437) pro rata to hours worked and will be commensurate with qualifications and experience. The council offers enrolment in the East Riding Pension Scheme.

An application form and supporting information can be obtained from the current clerk, Helena Crutchley, at clerk@weltonparish.co.uk
For an informal discussion you may contact Helena on 07807 729549

Completed application forms should be returned by email no later than the end of **Sunday 26th March**.

Please note, CV's will not be accepted.

Interviews will be held on Thursday 6th April.