



VACANCY

Deputy Clerk

The Parish Council is looking for a Deputy Clerk who has an interest in helping people in the community. You must have good organisational and administrative skills and be able to use your own initiative.

Approx 15 hours per week, covering office hours on Wednesday and Thursday mornings, and Thursday evening meetings at Newfound. The remainder of the hours can be done from home.

Responsibilities

- Clerking planning meetings (1st & 3rd Thursdays of the month)
- Preparing agendas and minutes for planning meetings
- Advise the Council on planning matters
- Produce planning and Council meeting reports to The Link
- Attend & contribute to Parish Council meetings (2nd Thursdays of the month)
- Update website and social media
- Carry out pavilion checks once a week
- Update the Parish Council database
- Attend training courses as required
- Assist the Clerk as required

Salary will be paid in accordance with experience and in line with the National Joint Council Salary Scale rates.

If you would like to find out more about the role please contact the Clerk,
Nicola Beere: clerk@oakleydeane-pc.gov.uk / 07983 500372

For more information on the Parish Council visit www.oakleydeane-pc.gov.uk