

Overview: Killamarsh Parish Council has a vacancy for a Deputy Parish Clerk. This is a permanent post with 25 hours per week and an additional 12 hours per week on a temporary basis.

The Village of Killamarsh is situated in North East Derbyshire. It has fantastic views from elevated positions and looks over onto Rother Valley Country Park. With a population of just under 10,000, Killamarsh has a real community spirit and a busy village centre which can meet all your shopping needs.

The Parish Council runs a Sports Centre where the council staff are based.

Killamarsh is located, essentially, the same distance to Sheffield, Chesterfield and Rotherham. It has good transport links to Chesterfield and Sheffield via the buses and the Sheffield Supertram network which has its terminus located nearby at Halfway.

The Parish Council has 15 councillors all of whom work hard to make the village a welcoming place to live and visit.

Requirements: The ideal candidate will have a good standard of education to GCSE level grades A – C or equivalent High level of literacy and numeracy, will hold, or be willing to obtain the CiLCA qualification within six months of taking up the post. Have good legal knowledge of the statutory framework concerning the management and running of a Council. To be able to ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations. To deputise for the Parish Clerk in their absence, to ensure the smooth running of the Parish Council administration.

Working arrangement: Please note that this is not a 9 – 5 post, occasional evening and weekend work is required. The Parish Council has several committees which meet regularly and their main Full Council meeting is held on the last Monday of each month commencing at 7pm. You will be expected to work from the office in the Sports Centre, Stanley Street, Killamarsh. On-site parking is available free of charge.

Salary for this vacancy is SCP 20 £25,991 pro rata per annum.

Application: For further information and an application pack, please email, parish.clerk@killamarsh-pc.gov.uk

Closing date for applications: 25th September at 12noon

Previous applicants need not apply