

Interim Deputy Parish Clerk

10 Hours Per week

Starting Date: Immediate Start (subject to references)

Salary: £15.83 per hour

Overview: Killamarsh Parish Council has a vacancy for an Interim Deputy Parish Clerk. This is a temporary post to provide cover for 10 hours per week on a temporary basis for a minimum of four weeks which will then be reviewed on a weekly basis as required by the Council and once the permanent Deputy Parish Clerk is appointed. 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 which is currently closed and is under a review and this is where the council offices and staff are normally based. The Parish Council has 15 councillors all of whom work hard to make the village a welcoming place to live and visit.

Working Arrangement: Reporting to the Locum Parish Clerk you will work for a total of 10 hours per week on a flexible basis which may include some evening work. This post may require working from home and from the council offices in Killamarsh.

Your Responsibilities will include:

- Providing administrative support in relation to the council's functions and services as directed by the Locum Clerk and to ensure they are performed professionally and in accordance with all relevant statutory obligations.
- Management and Co-ordination of council led projects and initiatives.
- Deputising for the Locum Parish Clerk in their absence, to ensure the smooth running of the Parish Council administration.

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 is studying towards the CiLCA qualification. Have a good legal knowledge of the statutory framework concerning the management and running of a Parish Council.

Application: To apply, please forward your CV with a covering letter to parish.clerk@killamarsh-pc.gov.uk
For an informal chat, please contact the Locum Parish clerk, Ms Safia Kauser on 07563 382827.
Previous applicants need not apply.

Closing Date: This position will be closed once a successful applicant has been appointed.