

Parish Clerk Vacancy

Permanent, part-time position, 8 hours per week

Paying a minimum salary of £11.97 per hour (SCP scale LC1 13-17) in line with National Joint Pay Scales and dependent on experience and qualifications

Debden Parish

The parish of Debden in the Uttlesford District of Essex includes the village of Debden and the hamlets of Debden Green, Purton End and Hamperden End. It lies 4 miles from Saffron Walden and has a thriving community of all ages (pop. 780) served by a primary school, two churches, a pub, a restaurant, post office, village hall, playing fields, tennis courts, pavilion and allotments.

The council is made up of 7 Parish Councillors and supported by a District Councillor.

A summary of the main responsibilities:

- Preparation of agenda and minutes for Parish Council meetings, attendance at the meeting and the issuing of any notifications required by law
- Managing and preparation of all correspondence on behalf of the Parish Council
- Dealing with queries from members of public, public bodies and others
- Bringing relevant matters to the attention of the Parish Council
- Updating the Council website and Facebook page
- Assisting in the formation and review of Council policies
- Planning Applications
- Monitoring Actions/Decisions of the Parish Council and advising the Council on its statutory duties and the regulatory requirements regarding its activities

Person specification:

The ideal candidate will be a CiLCA qualified Parish Clerk with a working knowledge of Local Government procedures, excellent communication and interpersonal skills and a good level of IT proficiency.

The applicant should:

- have an excellent level of communication, both written and verbal
- possess good interpersonal skills, patience, resilience and diplomacy
- be able to work on their own initiative and have a proactive and impartial approach
- be able to organize and prioritise their workload
- have knowledge of meeting administration and working to deadlines
- have the confidence to challenge and hold individuals to account when appropriate

Experience in a local government environment and holding the Certificate in Local Council Administration (CiLCA) is highly desirable but not essential. Support and training will be offered. The successful applicant must be available to attend the meetings of the Council held in the evening on the last Wednesday of the month. A designated Parish Council laptop with appropriate software is provided. The position is home-based, with an allowance payable for home office use.

Please submit a letter of application, accompanied by a CV, by email to the acting clerk:

agardner@debden.org

Closing date for applications is Friday 10th June, 2022 with interviews week commencing 13th June, 2022.