

Welton Parish Council

invites applications for the position of

PARISH CLERK

This is a part-time post of 45 hours per month and the successful applicant will be required to work from home and attend monthly council meetings in Welton. Additionally, the clerk is expected to attend committee meetings as arranged.

The hours of work are flexible except for attendance at Council meetings which fall on the third Tuesday of each month from 7.00pm and also committee meetings as required. Council Meetings usually finish between 9.00 to 9.30pm with committee meetings usually being shorter.

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 (£24,799 - £34,788) 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, Catherine Law, at clerk@weltonparishcouncil.gov.uk

If you would like an informal discussion prior to sending in your application, please contact the Chairman of Welton Parish Council, Michael Thane on 07970 257241.

Completed application forms should be returned by email no later than the end of **Friday 30th August 2019**.

Shortlisted applicants will be interviewed on Wednesday 11th September