



GRAYSHOTT PARISH COUNCIL

JOB OPPORTUNITY

- POST:** Assistant Parish Clerk
- HOURS:** 16 hours per week, working pattern to be agreed
- SALARY:** SCP Range: 18 – 23, (£24,313 to £26,999 2019/20 per annum pro rata – depending on experience and qualifications). Remuneration package includes Local Government Pension Scheme

The parish council has a confident and active team of Councillors and officers, unafraid of tackling large projects and the ever-changing nature of the local council sector. There is a strong commitment to serve the community. The Council's mission is to enhance the quality of life for the community of Grayshott, maintain the village identity and encourage a community spirit.

The council is seeking an Assistant Parish Clerk to join the team and can offer the successful candidate a varied and rewarding position. The Assistant will provide support to the Clerk in her duties and take day to day responsibility for the council's planning function and managing the Council's property: recreation land, allotments and play areas.

Experience in local government and the public sector and knowledge of the local area would be an advantage although applications from anyone with a strong work ethic, excellent organisational skills, and a "can-do" attitude are welcome.

The post holder will cover for the Clerk during periods of annual leave and must have the confidence to deputise.

This is a progressive role and ongoing training will be available. The parish council is an equal opportunity employer.

Further information, a job description and application form can be obtained by emailing the clerk clerk@grayshott-pc.gov.uk or by phoning 01428 606510 and leaving a message.

Closing date for applications is Friday 19th June 2020.
Candidates short listed will be notified by Wednesday 24th June 2020