



## **Binsted Parish Council - Vacancy for a Parish Clerk (due to retirement)**

Binsted is a very rural Parish set within two local authorities- EHDC and SDNP. It has two pubs, two churches and two schools.

### **Role and Responsibilities**

The role is, 25 hours per week, to include 2/3 evening meetings per month, normally office based. The ability to work some of the time on your own.

Range of salary (National Local Government scale) will depend on experience and qualifications.

The Clerk will take overall responsibility for the Council's day to day business. It would be helpful, but not essential for the candidates to have an understanding of local government law and practice.

The role is supported by a part time RFO/ deputy Clerk

### **Key requirements of the successful candidate**

Essential: Proven organisational, administrative, communication and IT skills.

Desirable: Previous local government experience, understanding of local government law and practice, and ability to update website

Closing date details: January 18<sup>th</sup> 2021

Interviews will be held late January 2021

### **Contact person:**

For initial queries please contact the Clerk at [clerk@binstedparishcouncil.org.uk](mailto:clerk@binstedparishcouncil.org.uk)

Please send CV and covering letter to the [clerk@binstedparishcouncil.org.uk](mailto:clerk@binstedparishcouncil.org.uk)