



HASWELL PARISH COUNCIL

invites applications for the post of

PARISH CLERK

This is an interesting and varied post, supporting a very active, community focused Parish Council.

Duties include producing and publishing meeting agendas, managing staff, producing minutes, liaising with outside bodies, actioning the Council's decisions, managing the finances and dealing with correspondence. The clerk is the Responsible Financial Officer of the Council.

The post comprises of 15 hours per month with a salary beginning at NJC rate Point 30 (£26,556 per year / £13.94 per hour) increased in increments up to NCJ rate point 34 (£29,854 per year / £15.52 per hour) based on performance and appraisal. There is also a mileage allowance of 45p per mile for agreed journeys. A computer and printer are supplied, as well as a mobile phone. The post works from home with the opportunity to work from the parish office when required.

Haswell is a small parish, made up of the villages of Haswell & Haswell Plough and currently comprised of just over 700 households.

Training is a condition of employment and it is preferred that the successful applicant will be CiLCA qualified. If they are not, they will commit to obtaining this qualification within 12 months of commencing the post with support from Haswell Parish Council. Appropriate qualifications and experience are also desired.

Please submit a letter of application giving the names of two independent referees, plus a copy of your CV by **FRIDAY 20 OCTOBER 2017** to:

haswellparishcouncil@gmail.com

or: The Chairman, Haswell Parish Council, Giant Steps Haswell, Haswell Children's Centre, 15 Church Street, Haswell, Durham DH6 2DZ