

STISTED PARISH COUNCIL

VACANCY

PARISH CLERK

36 hours per month spread over the month.

The Clerk will act as the Proper Officer and ensure that the Council conducts its business properly and in line with its statutory obligations.

Candidates should ideally have experience of Local Government and/or committee work (e.g. agenda preparation, minute taking), implementation of Council policies, the provision of advice and guidance on statutory and legislative matters in accordance with the Local Government Act 1972, the Localism Act 2011, Data Protection and Freedom of Information legislation as well as the Council's own policies.

The successful applicant will either hold the CiLCA or be willing to work towards that qualification.

Stisted Parish Council is an Equal Opportunities Employer and welcomes applications from all sections of the community.

For more information please contact the current Parish Clerk: Christine Marshall on 07933 306927 or by email on stistedparishcouncil@yahoo.co.uk

Or the Chairman, Alan Moor on 07721 512064 or by email on alanemoor@gmail.com