

# TUPTON PARISH COUNCIL

*Improving the quality of life for all those who live and work in Tupton*

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Tupton Parish Council

Vacancy

Parish Clerk Starting salary LC2 points 24 – 28 (£14.50 - £16.31 per hour).

Part time, 13 hours a week, working from home

Tupton Parish Council has a vacancy for an enthusiastic Clerk who is capable of delivering an exceptional administrative and financial service to its 11 Councillors and the wider Community. This is a rewarding job, in which you will be instrumental in shaping and delivering services to the Community.

Tupton Parish Council is a proactive Parish Council and there are several exciting projects in the planning. which the Clerk will be expected to play a key role in as well as leading a team of 5 (mainly part time) Community based staff.

Working mainly from home, the hours of work are flexible except for attendance at meetings The monthly Council meeting is held on the third Wednesday of each month.

We are seeking someone who is CILCA qualified, with relevant experience, fantastic organisation skills and a keen attention to detail. As management and finance play a big role in the Clerks duties, applicants should bring with them some practical, relevant experience of both.

The current Clerk, Carol Lavell will be available to assist with the handover and interested applicants are welcome to contact her for an informal discussion on 01629 653800.

Please submit a comprehensive Curriculum Vitae and accompanying letter outlining your reasons for applying and the names and details of 2 referees to [clerk@tupton-pc.gov.uk](mailto:clerk@tupton-pc.gov.uk)

The closing date for receipt of applications is noon on 6<sup>th</sup> September 2019. Interviews will be held week commencing 16<sup>th</sup> September 2019.

Job Description enclosed