



TEMPORARY VACANCY

Temporary Assistant Clerk

Starting salary LC1 £24,948 - £26,845; pro-rata - up to 25 hours per week

We are seeking an enthusiastic, highly motivated individual to support the Parish Clerk. You must be flexible and able to adapt to ever changing demands; the job is varied with no two days being the same.

This is a temporary role, initially to the 31st March 2023, with the possibility of extension dependent upon circumstances. The hours and pattern of work are negotiable, up to a maximum 25 hours.

The successful applicant will have good communication, administrative and literacy skills as well as a good IT skill set, as they will be interacting with the public, councillors, and other organisations in both verbal and written formats. The successful applicant also needs to be organised, flexible and able to show initiative.

The main duties include supporting the day-to-day activities of the Parish Council and Wickersley Community Centre Association, general administrative support, attending and minuting meetings and supporting the work of the Recreation Committee and Planning Committee. Whilst these are the main duties, flexibility to support other roles may be required from time to time.

The position will be based at the Wickersley Parish Council office within Wickersley Community Centre & Library, Bawtry Road, Wickersley.

The job description and application form are available on the website, wickersleypc.org.uk, or by request via email (clerk@wickersleypc.org.uk).

Applications are invited by completing the application form with a covering letter detailing your reasons for applying for the position and what you could offer the Council. These should be sent to the Acting Parish Clerk, Amy Naylor, at clerk@wickersleypc.org.uk.

Prospective candidates are welcome to discuss the post or seek additional information by emailing the Clerk and requesting a call back.

The closing date for receipt of applications is 12 noon on Friday 3rd February 2023.

Interviews will be held shortly after the closing date.