



GREAT BADDOW PARISH COUNCIL

ASSISTANT CLERK

A vacancy has arisen for a full-time Assistant Clerk to serve this highly active Parish Council. The responsibilities of the position will include:

- Attendance at Council and Committee meetings, production of Minutes and implementation of recommendations and resolutions
- Dealing with enquiries and issues raised by the public by telephone, e-mail, letter and face to face
- Deputising for the Clerk as and when required
- Undertaking all cemetery administration
- Accurate record keeping and administration
- Ad hoc administrative and project-based duties

Successful candidates should be able to demonstrate:

- Highly effective interpersonal skills
- A flexible approach to hours of work and day to day duties and responsibilities
- Ability to work on own initiative
- Administrative and IT skills (particularly Word and Excel)
- Having a CILCA qualification or being prepared to undertake training to this level
- Experience of Local Government, or similar, environment (this would be an advantage but is not essential)

Salary SCP 18-23 (£24,313 - £26,999), local government terms and conditions and entry into the pension scheme.

For further details and an application form, please contact

The Clerk

Great Baddow Parish Council
19 Maldon Road
Great Baddow
Essex CM2 7DW

Telephone - 01245 472937

e.mail - info@greatbaddowparishcouncil.co.uk

PLEASE NOTE – CVs WILL NOT BE ACCEPTED

Closing date for applications – Noon Friday 7th June 2019

Interviews will be held on – Monday 17th June 2018