

VACANCY

Clerk to North Curry Parish Council

Applications are being sought for the post of Clerk to the Parish Council. This part-time post will put you at the heart of this thriving local community and involve a varied workload. Hours of work (typically 62 hours per month) are to some extent negotiable to accommodate the needs of the applicant, but will involve working at the Parish Office several part-days a week and attending meetings at the Village Hall on an average of two Wednesday evenings a month. The successful applicant will have a keen interest in understanding local issues, an ability to take minutes and manage the Council's correspondence and accounts, a flexible approach to work and a resilient and outgoing character capable of dealing face-to-face with the public. Computer literacy with knowledge of Word and Excel is required. He or she is likely to live in or close to the Parish.

Salary: NALC/NJC rate LC1 SCP 19 pro rata, dependent upon experience and aptitude.

To apply, please send your CV and covering letter to parishcouncil@northcurry.com or Parish Office, Town Farm Community Stable, Town Farm, North Curry by **Monday 17th December**.

For further information or an informal discussion please email as above or contact the current Clerk, Barbara Wellwood, on 01823 490136 or the Chairman, Tina Stodgell, on 01823 480629.