



Newnham Parish Council

(Northamptonshire)

Seek to appoint a Clerk to the Parish Council.

Newnham Parish Council, a small Parish Council south of Daventry, is seeking to appoint a self-motivated, organised and committed individual to undertake this important role, with responsibility for the administration and organisation of the Council's functions and finances.

The position is home based and part-time for 30-40 hours per month, depending on workload, with flexibility as to when the work is done. The hours include attending, in person, an evening Parish Council meeting held on the first Monday of each month (except August), with additional provision for training and development. A laptop and phone are provided.

The successful candidate will need to be enthusiastic, flexible and community-focussed with good common-sense, solid administrative, organisational and inter-personal skills and a basic understanding of Microsoft Word and Excel. Some book-keeping experience would be beneficial but not essential, as would awareness of local government and the context in which the Parish Council operates. However, for the right candidate, training and support are available to address any gaps in experience.

The Council will pay for the post-holder to obtain the Certificate in Local Council Administration (CiLCA) qualification, and other relevant training identified as beneficial to the Council and the individual.

Remuneration will be based upon experience and qualifications, but within the benchmark salary scale LC 2, SCP 18 (£15.21 per hour), to SCP 24 (£17.16 per hour).

To receive an information pack and an application form, please telephone: Gary Hammersley, (Chairperson) on 07887 634936 or email: clerk@newnham-parish.org.uk

**Closing Date for applications: Monday 29th July 2024.
Interview dates (tba).**

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

www.newnham-parish.org.uk