

Ringwould with Kingsdown Parish Council is looking to employ an Assistant Clerk. The hours will be 10 hours a week, in the first instance, worked on a flexible basis, gradually increasing as the current Clerk reduces their hours prior to retirement.

The job is office based, although working from home on occasions would be considered.

Experience of working with the public, would be advantageous, as well as being use to a busy environment.

The work will be varied and interesting, training will be provided and paid for. The successful applicant will be expected to complete the Introduction to Local Council Administration, (ILCA) within the first 6 months of employment.

The rate of pay will be the living wage at £9.50 per hour, and after the probation period of 6 months will be reviewed.

For more details and to request an application form, please contact the Clerk, Linda Hedley on 01304 375889, or clerk@ringwouldwithkingsdown-pc.gov.uk