



Ringwould with Kingsdown Parish Council seeks a new Clerk from the 1st January 2024.

The post is principally office based at Ringwould Parish Hall, although occasional homeworking will be considered.

The successful applicant will either have experience as a town/parish clerk, or, will have the necessary qualities and skills to undertake the role, this includes: arranging meetings and taking minutes; a sound understanding of all relevant laws and regulations; bookkeeping; IT literacy and all other administrative tasks connected to the work of the Parish Council. Experience of working with the public and in busy environments would be advantageous. All necessary 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 9-12 months if a current qualification is not already held.

The Clerk is required to attend 1 evening meeting per month. Hours will commence at 20 hours per week but may increase as the role develops. Hours can be worked flexibly, subject to negotiation. There will be a 6 month probation period.

Salary will be negotiable depending on qualifications and experience and will be within the SCP range 12-22 i.e., £13.73 - £16.30 per hour.

For more details and to request an application form please contact the Chair: swilson@ringwouldwithkingsdown-pc.gov.uk or ring 07511108585. Closing date 17th December 2023.