# EAKRING PARISH COUNCIL

# VACANCY FOR CLERK/RFO TO THE COUNCIL

# EAKRING Parish Council are seeking a Clerk and RFO

# 7 hours per week Scale point 24-28 £17.16 to £19.05 per hour

# Eakring have 7 councillors, all unpaid volunteers working proactively on behalf of the community. It has responsibility for the Cator Hall, playing fields, other land and green spaces.

# This is a part-time post at 7 hours per week, mainly working from home.

# Attendance is required at up to 11 evening meetings per year, usually on the second Wednesday of each month.

# There may be a requirement to attend one or two Committee meetings per month.

# Attendance is required on one half day (minimum) per month to be available at the Cator Hall for residents and councillors.

# Attendance may be required on site to meet with contractors and oversee works undertaken.

# There may be a requirement to be on a rota for alarm callout as part of the contract.

# A laptop will be provided.

# The preference is to appoint someone with the CiLCA qualification or similar

# and ideally someone with previous experience in this kind of role, with drive and enthusiasm, and a real interest in serving and being involved in the local community. Add to this excellent administration, IT, and written and verbal communication skills and you could be the person we are looking for.

# We will support a suitable candidate in meeting necessary training requirements.

# To apply, please submit your CV, together with a covering letter stating why you should be considered for the role to The Clerk on Clerk@EakringParishCouncil.gov.uk

# Close date for applications is 7th July 2024.