



## ARNSIDE PARISH COUNCIL CLERK

Salary: From £6,702 per annum + pension for 10 hours per week

(in accordance with nationally agreed scales, depending on experience)

Starting Date: 19<sup>th</sup> August, 2019

Arnside Parish Council is seeking a well-organised person with excellent communication skills and a keen interest in the local community. Previous experience is desirable but not essential as training will be provided.

Reporting into the Council, the Clerk is responsible for managing its day to day business and implementing decisions made by the Council on behalf of its residents. The post holder will also oversee a small team that includes a Finance Officer, Cemetery Officer and a Contractor for various works.

Applicants will need to be computer literate with the ability to prepare Council Agendas, record minutes and correspond with the public and external organisations on behalf of the Council.

The post holder will be expected to work mainly from home and will be provided with a computer. The Council has an office at the Cemetery Chapel where the Council meetings take place, currently on the second Monday evening of each month at 7.15pm.

Formal training and plenty of advice and help will be available. This is a friendly and approachable group of Councillors who all get on with one another and are motivated by wanting to serve the Community.

For an application form, job description and person specification, please contact the Clerk via email [clerk@arnsidepc.org.uk](mailto:clerk@arnsidepc.org.uk).

Applications should be sent for the attention of Councillor Helen Chaffey, marked 'Private & Confidential' to the following address, no later than Friday 9<sup>th</sup> August, 2019. Arnside Parish Council, Cemetery Chapel, Silverdale Road, Arnside. LA5 OER.