



ST HELENS PARISH COUNCIL

VACANCY – CLERK TO THE PARISH COUNCIL

Our Clerk is leaving at the end of June 2021, and so the Parish Council is seeking to fill this vital role.

The job is for part-time employment, for an annualised average of 15 hours per week (including paid leave) conditioned to national terms and conditions and model contract. The salary is linked to Scale LC1 7-12 (currently £10.44 - £11.53 per hour) and subject to PAYE as applicable. Starting point and increments will depend on skills and experience.

With a home-based, flexible outlook, the successful candidate will need access to room/desk space, file storage space, and a broadband/phone connection. A laptop computer and A3-sized printer are provided. A separate office allowance is paid monthly to support these facilities, together with expense re-imbursement for consumables as arising. Residing in St Helens parish is not a requirement.

The Clerk, who is also the Responsible Financial Officer, is responsible for preparing meeting agendas and supporting papers, managing the Council's finances and accountancy, attending at and providing advice to its meetings, taking minutes and completing administrative actions arising from the meeting. The Council operates a website on behalf of the parish which is also managed by the Clerk, as are the public Notice Boards.

The Council meets 11 times per year in the evenings on the second Monday of each month in the Community Centre with very occasional extraordinary meetings too.

Applicants should have experience of Excel spreadsheet accounts, minute taking, and correspondence. A working knowledge of Parish Council procedures and/or public administration is also desirable, but not essential as training will be available toward the expected Certificate in Local Council Administration qualification. Good literacy, numeracy and IT skills are essential to the position as are the personal qualities of integrity, discretion, objectivity, and impartiality.

This is an interesting and challenging position, where you would be supporting an active and community-focussed Parish Council. It would suit a person with an interest in community development and engagement. More about the Council and its work, together with the full Job Description and Person Specification, can be found on our website at www.sthelensiw.org.uk or by contacting the Parish Chairman at lilaccottagessthelens@gmail.com.

There are no forms to fill in – just write a letter and include your CV and a personal statement on your suitability for the role together with the names and address of two referees (for contact only should an offer be made) and send to the **Chairman of the Council, Cllr Jonathan Bacon email - lilaccottagessthelens@gmail.com**

Closing date for applications is Monday 14th June 2021 with a view to immediate appointment following interview (scheduled for the following week) subject to references.