**Barrow cum Denham Parish Council**

**Parish Clerk Vacancy**

Salary: Depending on qualifications and experience. The salary will be paid in accordance with the National Joint Council Salary Scale rates and will reflect the applicant's skills and experience.

Hours: 10 hours per week (mostly working from home, need to be flexible)

Applications are invited for the post of Clerk to Barrow cum Denham Parish Council

The Clerk will be the Proper Officer and responsible for ensuring the Council is acting within current regulations.

Duties:

Publishing meeting Agendas and background information

Regular attendance at 1 evening meetings a month (usually the first Monday of the month) but occasionally extra when required.

Minute taking

Liaising with stakeholders such as District and County Councillors

Responding to correspondence and emails

Guiding Councillors in legislation

Managing the allotments

Managing the cemetery

Maintaining and updating the website

Producing the village Newsletter

Computer literacy and internet access is essential.

Whilst the Certificate in Local Council Administration qualification would be ideal it is not essential. The ability to learn fast and work towards the qualification would be acceptable. Training would be provided and funded by the Council.

A person who lives in or close to Barrow/Denham is desirable. Please forward CV to john.pearson@barrowcumdenhampc.com

Closing Date 14th March 2023 with the interview dates to be announced.

Please contact John Pearson (Chair of the Council) on 07795 343585 or john,pearson@barrowcumdenhampc.com for further information.