

Hathersage Parish Council - Assistant Clerk required - approximately 10 hours per week

Hathersage Parish Council requires an Assistant Clerk to provide support to the Parish Clerk in all aspects of the Parish Council's work. This will involve a varied range of clerical/secretarial duties including assisting in the preparation and distribution of agendas; room booking; minute taking; dealing with correspondence (mostly electronically); record keeping; reporting issues to District and County Council officers; assisting with Burial Ground administration; checking and updating the website content; liaising with Parish Councillors, community groups and individual members of the public. At all times a professional, courteous and efficient manner is essential.

The post holder's salary will be based on the National Association of Local Councils pay scale SCP5 - £10.04 per hour or £4,828 per annum based on working 10 hours per week (0.25 FTE). There may be some variation in weekly hours worked; some flexibility is required. You will be required to attend evening meetings – the majority of meetings take place on a Tuesday evening. Occasionally you may be required to attend a daytime meeting. Other than meeting attendance, hours worked are relatively flexible.

Good administrative, communication, and interpersonal skills are essential. A flexible and 'can do' approach is also essential. A reasonable level of IT skills is necessary. Some knowledge of Parish Council work would be an advantage, although training and guidance will be given.

If you are interested you will find the job description, person specification and an application form on the [Parish Council website](#). You can also contact the Parish Clerk, Maura Sorensen, if you have any queries - clerk@hathersageparishcouncil.gov.uk or call her on 07766 629 410.

The closing date for applications is Friday 11 June; we hope to schedule interviews in the evening of Tuesday 22 June.