

Ormesby St Margaret with Scratby Parish Council

Vacancy for the position of Parish Clerk

A position within the Parish Council has become available for Parish Clerk.
Details and description of work required is as follows:

Main duties will include.

- To arrange, publicise and attend Parish Council meetings.
- To prepare the agenda (in conjunction with the Chairman of the Parish Council).
- To liaise with the Borough, County, Parish Council & Councillors, official bodies, other organisations and the Public.
- To manage the burial ground.
- To attend to correspondence and administrative tasks.
- To manage the Parish Council Website and attend training if necessary.
- To maintain the Parish Council paper and electronic files.
- Be competent in current computer technology.
- To arrange the Annual Parish meeting, each year.
- To keep up to date all notice boards within the Parish.
- To arrange for risk assessments to be carried out and recorded.
- Be prepared to work towards achieving a CILCA qualification.
- **If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process**

Hours expected per week

The applicant must be able to provide 10 hours per week during business hours on a pre-planned basis.

Job application forms are available to download on the website page below:

<https://ormesbypc.norfolkparishes.gov.uk/>

Postal applications should be sent to:

The Personnel Committee.

The village centre, Station Road, Ormesby St Margaret, NR29 3PU.

Closing date for applicants will be 5pm, 10 September, 2023

ORMESBY AND SCRATBY PARISH COUNCIL

Application form for the position of Parish Clerk

Your details

Name:

Address:

Postcode:

Phone:

Email:

Education and training

Please give details:

Qualifications

Please give details:

Employment history

Your current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

Duties:

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

Are there any dates when you will not be available for interview?

When can you start working for us?

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1

Referee 2

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Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date: