

# ELLINGHAM, HARBRIDGE & IBSLEY PARISH COUNCIL

## PARISH CLERK VACANCY (PART-TIME)

Ellingham, Harbridge & Ibsley Parish Council are looking for a part-time Parish Clerk to work from home for an average of 14 hours per week, to include 2 evening meetings a month.

Computer provided, telephone and broadband expenses covered. Some file storage space needed.

NALC Pay Scale SCP 20 to 28 (£10.27 to £13.20 per hour) dependent on qualifications and relevant experience. 6 Weeks paid holiday per annum.

Suitable candidates must be self-motivated, trustworthy, responsible, tactful and diplomatic, able to work to deadlines, make decisions and give advice based on legislative and regulatory frameworks, proficient in Excel and Word, comfortable in dealing with councillors, organisations and public by telephone, in writing and face to face, excellent literacy. Also able to commit to attending training as required.

Duties include (but not limited to): setting agendas for meetings, taking and writing the minutes, dealing with correspondence, writing letters and reports, liaising with the public, other organisations and Authorities, finance and budget management, preparing accounts for audit, organising community events, writing newsletters and articles for the press.

CILCA Qualification would be ideal, relevant experience and qualifications desirable, but the right character, commitment and motivation is essential.

**For an application form and job description contact:**

Natasha Mackenzie, Parish Clerk, Gorran House, 6 Butlers Lane, Ringwood  
BH24 1UB

Tel: 07929-379646

Email: [ehiparishcouncil@gmail.com](mailto:ehiparishcouncil@gmail.com)

**Closing date for applications:**

**15<sup>th</sup> February 2019**

**Interview date:**

**20<sup>th</sup> February 2019**