

# An Exciting Opportunity to Join a Forward-Thinking Parish Council



## VACANCY

### ARNSIDE PARISH COUNCIL CLERK

10 hours per week

Salary Range in accordance with nationally agreed scales, depending on experience

Earliest Starting Date: 1<sup>st</sup> May 2024

Arnside Parish Council is seeking a well-organised and well-motivated person with excellent communication skills, and a keen interest in the local Arnside community to serve as Clerk. Previous experience is desirable, but it is not essential that you have previously worked as a Parish Clerk - you should have demonstrable experience of self-management, organisational skills, financial management, office administration and proactive task management from inception to completion.

This is an excellent opportunity to join our innovative and energetic Parish Council team. Several exciting projects are underway including affordable housing, car parking and a new children's playground. Our Council seeks to be active, responsive to the needs of the community, a strong advocate for the Parish in the wider unitary authority and creative in the use of our Parish-owned assets.

Reporting to the Council, the Clerk is responsible for managing its day-to-day business and implementing decisions made by the Council on behalf of its residents. The post holder will also oversee a small team that includes a Finance Officer, Cemetery Officer, and a Contractor for various works. Applicants will need to be computer literate with the ability to prepare Council Agendas, record minutes and correspond with the public and external organisations on behalf of the Council.

The post holder will be expected to work mainly from home and will be provided with a laptop computer. The Council has an office at the Cemetery Chapel where the Council meetings take place, currently on the second Monday evening of each month at 7.15pm.

Formal training and plenty of advice and help will be available. This is a friendly and approachable group of Councillors who all get on well with one another and are motivated by wanting to serve the Community.

For an application form, job description and person specification, please contact the Clerk via email at [clerk@arnsideparishcouncil.co.uk](mailto:clerk@arnsideparishcouncil.co.uk).

Completed applications should be sent marked 'Private & Confidential' for the attention of the Clerk no later than Friday 12<sup>th</sup> April 2024 to the following address: - Arnside Parish Council, Cemetery Chapel, Silverdale Road, Arnside, LA5 0ER.