

Deputy Clerk

Looking for a new challenge and want to join a small team dedicated to providing excellent services and facilities for the local community? Brundall Parish Council is looking for an individual with a 'can do' attitude with relevant experience to support the Clerk. We are seeking to appoint an innovative, forward thinking and proactive second Deputy Clerk with good communication skills to be an active member of the Council.

The vacancy is for a part-time position, up to 14 hours per week, and we are seeking applications from dynamic, enthusiastic, experienced individuals committed to delivering high standards of service and who can promote the interests and development of Brundall. Strong interpersonal skills are essential, as is flexibility with the ability to work on your own initiative and as part of a team.

The Deputy Clerk's role is expected to include to:

- Support the Clerk's role and deputise during her annual leave or in cases of illness
- Work with the current Deputy Clerk to manage the Council's land and fixtures – play areas, open spaces and cemetery – including liaising with volunteers and contractors
- Work on the Council's projects to improve the quality of life for the community and future generations
- Help to enhance the attractiveness of the village as a place in which to live, work, visit and invest
- Engage with the community to identify their needs, priorities and wishes
- Show due regard to advance equality of opportunity for all residents
- Attend relevant training

You would deal with queries coming into the Council office from residents, volunteers, District and County Councils, and contractors, and take appropriate action.

A full job description can be obtained from the Clerk – clerk@brundall-pc.gov.uk or 07769 972902. Closing date for applications is 19th July 2024 at 5pm.

Salary: SCP 18 – 23 (£15.21 - £16.67 per hour, pay award pending) dependent on qualifications and experience.

Payment of salary: monthly in arrears

Probation period: the post is subject to a probationary period of 6 months

Pension: the Council is a member of the Local Government Pension Scheme for Norfolk

Hours: maximum 14 hours per week. Council meetings are held on the 4th Monday of the month. Regular evening and occasional weekend working will be required for which time off in lieu will be granted. It may be necessary for the post holder to work in excess of these hours on occasions to meet deadlines.

References: the post is subject to two satisfactory references

Place of work: the Council has an office at Brundall Memorial Hall and attendance at least once a week will be required. Home working is available but site visits in and around the village will be part of the job.

Annual leave entitlement: 25 working days, increasing by 4 days after 5 years continuous service, plus all normal bank and public holidays, pro rata.