



Recruitment of Parish Council Manager (RFO & Proper Officer)

Salary Scale: SPC 24 – 32 (£28,672 per annum), depending upon experience and qualifications, plus Pension.

Full time - 37 hours per week. Flexible working requests will be considered and working from home may be necessary at times during the current pandemic, attendance at evening meetings is required.

Great Glen Parish Council is an ambitious forward-looking Council which has embraced a number of opportunities in recent years, as well as overcoming associated challenges. The Council is now looking for the right person to build on previous successes and to take the Council forward.

Great Glen is a parish of 3,500 electors and is one of Leicestershire's oldest known settlements. Great Glen lies approximately nine miles from the town of Market Harborough and six miles south-east of the City of Leicester. House prices are high across the Parish and there are significant development pressures which are placing a strain on community facilities. The Parish has an older age profile than the District as a whole, and when taken together all of these factors mean that the Council is facing a particular set of demands which it is responding to.

The Parish Council is seeking to appoint a Parish Council Manager. The successful candidate will have responsibility for ensuring that the instructions of the Council are carried out and will work actively with elected members to help develop existing services. However, the Parish Council Manager will also be expected to use their initiative to bring to Council solutions to challenges and proposals to take advantage of opportunities that present themselves, as well as assisting in shaping and driving forward strategic priorities. The ability to effectively manage staff and contractors and work with councillors, external organisations, stakeholders, and the community is essential.

We would like a highly motivated, innovative, organised and community focused applicant to undertake this key role. A Certificate in Local Council Administration (CiLCA) qualification is highly desirable, or candidates should be willing to work towards the qualification. Ideally candidates will have knowledge of local government organisation and procedures.

Closing date for the receipt of applications: Monday 12th April 2021 at 12 noon.

Interviews: Wednesday 21st April 2021.

An application pack is available here: www.leicestershireandrutlandalc.gov.uk/job-vacancies.html

For an informal discussion about the post contact Lesley Sanderson, Clerk, at Great Glen Parish Council: greatglen-pc.gov.uk/. Telephone: 0116 259 3004 or email: clerk@greatglen-pc.gov.uk

Great Glen Parish Council is committed to equal opportunities and actively welcomes applications from all sectors of the community.