VACANCY
LUBENHAM PARISH COUNCIL
invites applications for the post of
PARISH CLERK - PART-TIME

An interesting and varied post, worked mainly from home, supporting an active, community focused Parish Council.

Duties include attending and minuting one evening meeting per month, producing and publishing meeting agendas, producing minutes, liaising with outside bodies, actioning the Council's decisions, managing the budget and dealing with correspondence.

A computer and printer are supplied as is a mobile phone.

Hours up to 40 per month (variable). Salary to NJC rates according to experience, a mileage allowance is paid for agreed journeys.

Training is available.

For further details, job description and terms and conditions please see https://www.lubenhamparishcouncil.org.uk/vacancies.html

Or contact clerk@lubenhamparishcouncil.org.uk

Please return the application form with a covering letter giving the names of one independent referee, by February 14th 2020. To clerk@lubenhamparishcouncil.org.uk or by post to 1 Mill Hill Lubenham, LE16 9TH

Interviews will be held w/c 17th Feb 2020.

Start date As soon as possible after interview.

Lubenham Parish Council is an Equal Opportunities Employer.