

Quorn Parish Council



Parish Manager

£32,910 – 35,745 pro rata plus pension contribution

25 hours per week

Quorn Parish Council in Leicestershire needs a highly motivated, innovative, organised and community focused applicant to undertake this key role as the Council's Principal Officer. A certificate in Local Council Administration (CiLCA) is highly desirable, or candidates should be willing to work towards the qualification. Ideally candidates will have knowledge of local government organisation and procedures.

Applicants must have proven experience of financial management, as the Council's Responsible Financial Officer. Proven experience of staff management, strong written and oral communication skills and an ability to maintain relations with the public and key external bodies is also essential. Applicants must also have a willingness to identify and pursue ongoing personal development opportunities.

Quorn is a very attractive place to live and work. It has an estimated population of 6000 residents living in 2,500 households dispersed across 888 hectares. The Parish Council's annual budget for 2021/22 is £345k with a precept of £285k.

Quorn Parish Council is an Equal Opportunity Employer, and welcomes applications from all sections of the community. For further information on the role, please download a recruitment pack from www.quorndon.com/parishcouncil/vacancy/ or contact the Parish Clerk during weekday office hours on 01509 458278 or by email parishclerk@quorndon.org.

Applications should be sent to quornapplications@outlook.com by the closing date of Friday 7th May 2021.

Interviews are planned for week commencing Monday 17th May 2021.