



Keyworth Parish Council Clerical Officer Job Advert

Keyworth Parish Council is seeking an enthusiastic, confident person to join our team!

We have a vacancy for a part time Clerical Officer (10 hours per week) to support our Planning Committee, co-ordinate our corporate communications and provide some general administration support.

The main tasks comprise:

- Looking after the Planning Committee from agenda to minutes in a monthly cycle with meetings being held on a Monday evening;
- Taking on coordination and publishing of news and information on our website, social media and the local newsletter;
- Responding to email enquiries on a daily basis, dealing with both routine and exceptional queries with support from the Clerk;
- Pitching in with general office tasks;
- Providing front desk holiday cover a few times a year.

The ideal candidate has varied office experience, is proficient in the use of IT and has a confident, resilient, can-do attitude. You must also be willing to learn to use videoconferencing for hosting council meetings, as face to face meetings cannot currently take place.

The rate of pay is SCP12 on the National Joint Council for Local Government Services (NJC) pay scales with the gross annual pay at £5,995 based on a 10-hour week and a full-time equivalent of £22,183.

The working hours are Monday and Wednesday 9.30am to 1.00pm with the remaining three hours being worked on Monday evenings when there is a planning committee meeting, and at your discretion when there is no planning committee meeting.

For the job description and person specification, or if you would like to know more, please contact the Clerk on 0115 937 2185 or by email at office@keyworthparishcouncil.org

To apply, please write a cover letter which succinctly demonstrates relevant experience and how you meet the criteria outlined in the person specification and send this along with your curriculum vitae to the Parish Council's email or postal address.

Extended closing date: Friday 13th November 2020 (previously Friday 23rd October 2020)