Vacancy

Deputy Parish Clerk

Chapel St Leonards Parish Council

**NJC Scale Point 18 (LC2) £13.21per hour**

(Subject to a Job Evaluation)

The Deputy Clerk to the Parish Council will support the work of the Parish Clerk to work with and to support the Parish Council. Motivated, flexible and a person willing to deal with a range of tasks and people will be ideal.

The job in brief

* To deputise for the Parish Clerk and Responsible Financial Officer when required. The post includes contact with residents, contractors and other members of staff.
* To support the Parish Clerk with line management responsibilities.
* To attend evening meetings and other meetings as required.
* To assist with all aspects of running a cemetery.
* Good administrative, organisational, financial, communication and numeracy skills are required along with experience and knowledge about IT.
* 15 hours a week working between the Parish Office and meeting venues on a nationally agreed pay scale.
* You will need to work closely with the Parish Clerk to ensure that the Parish Council Office is manned during opening hours.

Applications are invited from suitably qualified or experienced persons.

Further details can be found on the Parish Council website

<https://chapel-st-leonards.parish.lincolnshire.gov.uk/>

To apply please complete an application form ensuring you explain how you fulfil the requirements of the person specification.

To apply please send your application to [chapelparishcouncil@gmail.com](mailto:chapelparishcouncil@gmail.com)

or in writing to Chapel St Leonards Parish Council, The Old Coastguard Station, Anderby Road, Chapel St Leonards, Skegness. PE24 5XA

Closing Date for applications Wednesday 8th June 2022.