



# WICKHAM & KNOWLE PARISH COUNCIL

## Job Advert

### Parish Clerk

**£28,000 - £36,000 p.a. (pro-rata) depending on skills and experience**

**25 hours per week**

**Based at the Council office at Knowle Village Hall**

**Flexible working pattern by mutual agreement**

Wickham & Knowle Parish Council is a large parish council, delivering a variety of services to its residents, including recreation grounds, sports pitches, play areas, a parish hall, village green and various open spaces including a small cemetery and meadows.

We are looking to recruit a Parish Clerk as the Council's proper officer to ensure the Council conducts its business properly, providing independent, objective, professional advice and support.

A large element of this work will be the day-to-day management of the office and Parish facilities, however we want to take the opportunity with this recruitment to review our current processes and procedures and look at ways in which we can move the Parish Council forward. The Clerk is expected to take the lead in facilitating any agreed changes.

Required attributes required include:

- ⇒ Good people skills
- ⇒ Excellent organisational skills
- ⇒ A history of managing and motivating a team
- ⇒ A knowledge of best practice customer service and how best to deliver across the community

- ⇒ Experience or knowledge of the operation and management of social media channels and websites to progressively disseminate news and information effectively.

Traditionally, some elements of the role and qualifications are those associated with a Parish Clerk. If you do not hold the qualifications, we do not wish you to be deterred if interested in this position as we are looking for the right person to manage the responsibilities. The appropriate training will be supported by the Council with the expectation of completion within an agreed time.

This is an exciting opportunity to help Wickham & Knowle Parish Council evolve. For further information on this role and to request a recruitment information pack, please email [clerk@wickhamparishcouncil.org](mailto:clerk@wickhamparishcouncil.org)

Wickham & Knowle Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

Closing date for receipt of completed applications is Friday 22<sup>nd</sup> December. Interviews will be held at the start of January 2024.

**PLEASE NOTE: Wickham & Knowle Parish Council has extended the deadline of the recently advertised part-time Responsible Finance Officer position.**

**If you feel your experience and qualifications would fulfill both roles the Parish Council would like to hear from you and would be willing to consider combining the roles as a full-time position.**