

# NARBOROUGH PARISH COUNCIL

## VACANCY

### SENIOR ADMINISTRATOR / DEPUTY CLERK

#### **21 hours per week, rising to 27 hours per week within 12 months as the role develops**

Due to promotion of the current Deputy Clerk and a review of staffing requirements, we now have a vacancy for a Senior Administrator / Deputy Clerk to commence in post on 2<sup>nd</sup> January 2018.

We are looking for someone with a genuine interest in supporting a pro-active Parish Council to deliver timely, quality and innovative services to the local community. This is an interesting and varied post covering the villages of Narborough and Littlethorpe and supports the role of the Clerk/Responsible Financial Officer in the efficient running of the Parish Council and Parish Office. You will assist the Clerk to ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed. Duties will also include managing bookings of Council properties, assisting in staffing matters and updating the Council's website.

We are looking for a flexible and adaptable senior administrator who is highly motivated, enthusiastic and community focused. You will bring sound administrative, communication, IT, financial and organisational skills to the role. You will need excellent people skills and be confident to work with Councillors, members of the public, contractors/suppliers and external agencies. You will be suitably qualified and will hold, or be willing to obtain, the Certificate in Local Council Administration (CILCA).

Initially hours of work will be 21 hours a week, increasing to 27 hours a week within the first 12 months and will incorporate core office hours of 9.00 am to 1.00 pm, Monday to Friday, attendance at evening meetings and occasional weekend events such as the annual Village Show. The salary range is NJC LC2 SCP 26 – 34 (£23,398 – £30,153), pro rata, and will reflect skills and experience. The range is deliberately broad to enable us to consider candidates who are keen to develop within the role, alongside those who are already qualified and more experienced.

The position is based at the Parish Office which is temporarily located at the District Council Offices in Narborough. The new Parish Centre on Desford Road, once it is completed in 2018, will once again become the permanent home of the Parish Office.

Please contact Julie Whitehouse if you would like any further information. The closing date for return of application forms is Thursday 12<sup>th</sup> October 2017 and interviews will be held on Wednesday 25<sup>th</sup> October 2017.

Application Form, Job Description and Person Specification can be accessed via the website.

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