

## MALVERN WELLS PARISH COUNCIL VACANCY FOR PARISH CLERK

Salary Scale (SCP 33 £39,493-SCP 36 £42,503) Full time 37 hours per week.

Applications are invited for the post of Clerk to Malvern Wells Parish Council which is currently vacant due to the resignation of the permanent Clerk.

This is a great opportunity for an experienced Clerk to work for a Parish Council focused on local delivery of support and services.

The post is full-time and the Parish Clerk will be required to work from home. Some evening and out of hours work is required. The Parish Council meets regularly at Malvern Wells Village Hall on the fourth Wednesday of every month (additional evening meetings to be confirmed).

The successful candidate will be computer literate (including Word, Excel etc) and confident in using e-mail and the internet. A laptop, printer and mobile phone will be provided. Knowledge of Local Government working is required, and it would be helpful if there was prior knowledge of the law, procedures, and financial workings of a Parish Council.

It is desirable that applicants have relevant qualifications such as the Certificate of Local Council Administration (CILCA) but this is not essential. Applicants must be willing to undertake further training as necessary to achieve the CILCA award, in the near future, and must be willing to undertake the Introduction to Local Council Administration (ILCA) immediately.

Training will be offered as appropriate, and remuneration will be based on models drawn up by the National Association of Local Council and the Society of Local Council Clerks and will be offered dependent on experience and LGPS pension.

A Job Description and Person Specification are available via the website or can be obtained from the Locum Clerk:

[clerk@malvernwells-pc.gov.uk](mailto:clerk@malvernwells-pc.gov.uk)

If you wish to apply, please send a letter of application, summarising your strengths and experience in relation to this role, together with a current CV and details of two references to

[clerk@malvernwells-pc.gov.uk](mailto:clerk@malvernwells-pc.gov.uk)

Please note that references will be taken up prior to any appointment being confirmed.

**The closing date for applications, which must be accompanied by a CV, is noon on Monday 31<sup>st</sup> July.**