

Madeley Parish Council



VACANCY FOR PARISH CLERK

Salary Scale LC2 (SCP 18 £24,983-SCP 23 £27,741) pro rata
60 hours per month.

Applications are invited for the post of Clerk to Madeley Parish Council which will become vacant on 18th March 2022 due to the retirement of the current Clerk. It will be a great opportunity for an experienced administrator to work for a Parish Council focussed on local delivery of support and services.

The Parish Clerk is responsible to the 13-strong Parish Council and receives a precept of approximately £65K and a budget of approximately £79K. The post is part-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 The Madeley Centre, New Road on the first Thursday of every month, although this may be subject to negotiation.

The successful candidate will be computer literate (including Word, excel etc) and confident in using e-mail and the internet. A laptop and printer will be provided. Knowledge of the workings of Local Government is essential and it would be helpful if there was prior knowledge of the law, procedures and financial workings of a Parish Council. It is highly desirable that applicants have relevant qualifications such as the Certificate of Local Council Administration (CILCA) but this is not essential. However, 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)

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 dependent on experience and LGPS pension.

A Job Description and Person Specification can be obtained from the Parish Council web site www.madeleyparishcouncil.org or by contacting the Clerk by email at parish.clerk@madeley.staffslc.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 parish.clerk@madeley.staffslc.gov.uk or by writing to Janet Simpson, 10 Freebridge Close, Longton, Stoke-on-Trent. ST3 5XQ. 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 the 23rd December 2021.

Interviews are likely to take place week commencing 10th January 2022