

HOLBROOK PARISH COUNCIL – APPOINTMENT OF CLERK/RFO

Holbrook Parish Council is very sorry to be losing its excellent Clerk, Hannah Owen, which means an exciting opportunity has become available at Holbrook Parish Council for an experienced Clerk/RFO. The Parish Council are now taking applications for the above post.

The successful applicant will work mainly from home, for which an allowance is paid, and be required to attend a minimum of 11 Council meetings per year together with any site visits needed. (Meetings are currently being held via Zoom due to Covid-19 Pandemic) Also, to line manage a Part-time Warden.

Holbrook Parish which consists of Holbrook and parts of Coxbench and Bargate, is situated in the Amber Valley area with currently over 1400 electors.

This is an exciting time to join the Council as in the last 12 months they have become involved in organising Community Cinema events and are about to become part of the Live and Local initiative.

Applicants must have:

- Knowledge of the requirements of the Council and its services
- Competent administration, with excellent IT and financial management skills, preferably with parish council experience. (Website and Social media content will also require management.)
- Ability to work on their own initiative
- Strong supervisory skills and experience of line managing. (Holbrook PC employs a part time Parish Warden as well as working with several contractors.)
- Excellent people skills, including the ability to work with Councillors, members of the public and other public bodies.
- Certificate in Local Council Administration (CiLCA), or be willing to work towards the qualification
- Flexibility and access to own transport. This is essential as the role regularly involves daytime and evening appointments in Holbrook.

The position will also involve the following;

- Completion of tasks and projects decided by the Council.
- Support and assist Councillor lead initiatives including developing community links.
- Project work including new equipment for Mellors Lane Park, Accessibility improvements at Gorsey Piece and new initiatives.

A Lap-top computer is available for the Clerk.

Salary will be within the NALC/SLCC scale LC1 SCP24-30 £14.90 to £17.56 per hour dependent upon experience, and the hours will be 14 per week. Training will be arranged as appropriate.

Written applications, together with CV and details of two referees* to clerk@holbrookderbyshire.co.uk by midday on 4th November 2020.

Interviews will take place via zoom due to the current Covid-19 pandemic.

(*Referees will not be contacted prior to potential appointment). Planned dates for interviews are 16th and 17th November 2020.

Any queries about the vacancy can be made to DALC or to Hannah Owen at the above email address.