

**Vacancy for a Part Time Parish Deputy Clerk**

Wadhurst Parish Council is looking for a Part Time Parish Deputy Clerk to join the team.

The Parish Council, is looking for an individual who is motivated, a team player, with excellent administration, communication and organisation skills.

You will interface with many organisations and undertake a variety of responsibilities, when representing the Council, in this key role.

The individual should be proactive and helpful, to support our Councillors and our residents. You will be required to undertake minutes, documentation and follow up on actions. Therefore, it is essential that you possess minute taking experience and have experience in MS office packages.

Applicants will need to have a flexible approach with regard to working hours, to accommodate a varied meeting time schedule of the Council.

Although a CILCA qualification would be desirable, it is not essential, as full training will be given.

Part time: 21 hours a week, with potential for overtime

SPC : 18 - 32 depending on qualification and experience.

Place of work : Wadhurst Pavilion and home office working.

Please note that, if you are interested, please apply as soon as possible, as the closing date for the advert may be earlier than stated, should a number of suitable, qualified candidates apply.

Please apply with C.V to: The Clerk of Wadhurst Parish Council, The Pavilion, Sparrows Green Recreation Ground, Wadhurst. TN5 6TW.

Closing date 30 July 2022