



## **BITTON PARISH COUNCIL**

have a vacancy for

### **CLERK'S ASSISTANT**

Working from home approximately 10 hours a week (flexible)

Salary scale £20,092 - £22,183 (£10.44 - £11.53 per hour pro rata)

Starting point dependant on experience.

The Clerk's Assistant will be responsible for the leisure activities of the Council, including management of its allotment sites, competitions run by the Council, assisting others with the management of the public rights of way and assisting the clerk in her duties. S/he will be expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's leisure activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will deputise for the Clerk in her absence and will be accountable to the Council, via the Clerk, for the effective management of appropriate resources and will report to them as and when required.

The successful applicant will be self-motivated with excellent communication skills, be able to travel throughout the Parish and will be subject to an enhanced DBS check.

An application pack including job description is available on the Council's website at [www.bittonparishcouncil.gov.uk](http://www.bittonparishcouncil.gov.uk) or can be obtained by emailing the Clerk on [clerk@bittonparishcouncil.gov.uk](mailto:clerk@bittonparishcouncil.gov.uk)

The closing date for applications is Friday 5 November 2021