



**Deputy Clerk of Bayston Hill Parish Council
NJC Spinal Column Point 16**

(£24,012 - pro rata for 28 hours/week part time £12.48/hour)

Do you have a passion to lead a team in a progressive Council?

Do you have an ambition to develop yourself for a role as a Clerk?

This is an exciting and new position within the Parish for a self-motivated individual who will be responsible for a small team and the day to day running of the amenities and services of the Parish.

The post holder will be expected to deliver a high standard of maintenance and management across these amenities.

There will be the opportunity to work as part of a project team to help the Council achieve its objectives to develop a Sports Hall and to be Carbon Neutral by 2035. And to develop yourself towards being able to become a Clerk in your own right.

You must have recent relevant experience for the role and be prepared to work towards, the Certificate in Local Council Administration.

At Bayston Hill Parish Council, we value equality and welcome applications from everyone meeting the person specification and job description. For an application pack please contact Shaun Jones clerk@baystonhillparishcouncil.org.uk. The closing date for applications is 5pm Friday 28th May 2021. No agencies please.