



# ALVECHURCH PARISH COUNCIL

*Ground Floor, 1A George*

*Road, Alvechurch B48*

## **JOB VACANCY**

### **ASSISTANT CLERK**

**Salary SCP 17 - SCP 23 (£24,491 - £27,741) *pro-rata per annum,*  
dependent upon experience and qualifications**

Alvechurch Parish Council is a proactive Council which provides a wide range of quality services.

The Parish Council is ideally seeking a highly motivated forward-thinking individual who has excellent organisational, leadership, IT and administrative abilities and a good knowledge of local government.

The position would suit someone who wishes to progress in Local Government, eventually taking over as Clerk/RFO.

You will report directly to the Clerk/RFO who will assist you in settling into what is a busy role; you will be expected to work from the Parish Office.

The post is initially offered at 30 hours per week; **Monday – Thursday** 7 working hours per day (suggested hours, 9.00am – 4.30pm (includes ½ lunch break)

***[Note: you will equate 2 hours TOIL per week which will be off-set by your attendance at monthly evening meetings which you would be expected to attend. A Time Off In Lieu Policy is operated for any other time accrued]***

Benefits include membership of the TruePotential Pensions Scheme.

Further details including Job Description, Person Specification and Application Form are available by emailing [clerk@alvechurch.gov.uk](mailto:clerk@alvechurch.gov.uk) or by visiting/downloading such from the council website: <https://alvechurch.gov.uk/vacancies/>

Closing date for applications is Midday on Friday 14th May 2021.  
**No CVs will be accepted without completion of an application form.**

Interviews will be held week commencing on 17<sup>th</sup> May 2021.

***[If you have not received an invitation to attend for interview by 24<sup>th</sup> May, then please assume your Application for Employment was unsuccessful on this occasion]***