



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 or by visiting/downloading such from the council website: <https://alvechurch.gov.uk/vacancies/>

Closing date for applications is Midday on Friday 11th June 2021.
No CVs will be accepted without completion of an application form.

Interviews will be held week commencing on 21st June 2021.

[If you have not received an invitation to attend for interview by 25th June, then please assume your Application for Employment was unsuccessful on this occasion]