



VACANCY

Part Time Assistant Clerk

Flexible working hours: 12 hours per week, with additional hours to cover leave as required. Salary based on NJC salary point 1 to 7 (£17,842 to £20,092 p.a. pro rata) according to experience and qualifications.

Nazeing Parish Council are seeking a self-motivated, professional and dedicated individual to fill the vacancy of Assistant Clerk.

The applicant must be computer literate, have excellent verbal and written communication skills, a good organisational ability and a basic understanding of local government. Whilst it is not essential, it is preferable that the person appointed resides in Nazeing or within five miles of the village and has a Full Driving Licence.

The post holder will provide clerical and administrative support to the Clerk and the Parish Council. Main duty initially will be providing support for Planning Committee meetings, by preparing agendas and issuing minutes.

The hours are flexible and will involve working in the Parish Office 1 to 2 mornings and 1 afternoon (Friday) per week. This role will involve attendance at evening meetings, which is anticipated to be 1 to 2 evening meetings per month (normally Thursdays).

This is an interesting and varied role and a great opportunity to be involved in the local community.

Application packs are available from the website:

<https://nazeingparishcouncil.org/nazeing-parish-council-news/> Alternatively, please contact the Parish Office at Unit 6 Harold's Park Farm, Bumbles Green, Nazeing, Essex, EN9 2SF, Telephone: 01992 893012 or email: nazeingpc@btconnect.com.

Closing date for applications: Monday 7th December 2020. Interviews will be conducted via zoom.

Completed applications can be sent to:

The Clerk (Ref: Assistant Clerk Vacancy)
Unit 6 Harold's Park Farm,
Bumbles Green,
Nazeing,
Essex, EN9 2SF

or emailed to nazeingpc@btconnect.com Subject: Assistant Clerk Vacancy