



JOB ADVERT

Assistant Parish Clerk

8 hours per week

Starting at £10.65 per hour (Rising to £11.53)

Brixworth Parish Council has a vacancy for an Assistant Parish Clerk. The main responsibility is to provide support to the Clerk in his duties to ensure the smooth running of the Parish Council.

You will need to be a good communicator with an ability to deal with a wide range of people with both diplomacy and tact. Strong interpersonal skills are essential together with IT skills which should include the competent use of the Microsoft range of products including Word, Excel, Publisher and Outlook

If you want to take this opportunity and have the required organisational and administrative skills please apply using the application form available from the web site at <https://www.brixworthparishcouncil.gov.uk/ac/> The Job Description and personal specification is also on the web site.

The role is based at the Brixworth Community Centre & Library although some home working may be required during the current COVID restrictions within the workplace.

The deadline for written applications is Friday 21st October 2020.

Further information is available from Peter Rowbotham, Parish Clerk via email at parish.clerk@brixworthparishcouncil.gov.uk or telephone 07983 141786.