**Assistant Clerk – Community Engagement**

Job Types: Full-time, Permanent Salary: **SCP 16 £24,432 pa – SCP 23 £28,226 pa**

Full Time 37 hours a week preferred; job share considered. This is a permanent appointment

We are looking for an enthusiastic and committed person to join a small and active team working at the heart of a vibrant Somerset community.

**If you have:**

Good organisational, communication and event planning skills, including:

* Excellent written communication, IT and social media skills
* Experience in dealing with the public
* A confident, sensitive, friendly and polite manner

**Yes? We have an exciting opportunity to develop a new career!**

Working in the council offices, just off the High Street, you will be supporting and working with team of 16 Councillors who are keen to improve their community. Experience of working in local government or volunteering with community groups would be welcomed.

**Responsibilities to include:**

* Supporting the Council’s work by managing the meetings calendar, room bookings and distribution of agendas and reports, and taking meeting notes
* Ensuring the Parish’s communication channels are up to date including the website and social media sites
* Planning and attending events for the community (some weekend and evening work required) e.g. supporting the Merriman Park Fun Day event
* Supporting the Council’s projects
* Being the first port of call for all enquiries from the public and councillors

We would welcome applicants who would be prepared to work towards the job specification qualifications.

For further information and an application pack, or for an informal discussion about the role, please contact Linda Ruff, Parish Clerk on 01458 440588

**Closing Date:** **Tuesday 26th April 2022 at Noon** **Interview: Tuesday 3rd May 2022**

* **Street Parish Council is an equal opportunities employer.**
* **Entry into the Local Government Pension Scheme is offered to all employees.**