

Miss Z. L. Leach
Acting Clerk of the Council
6 Leigh Road
Street, Somerset
BA16 0HA



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CLERK

Council: Street Parish Council

County: Somerset

Salary: SCP 33-41 £39,493 - £47,573

Full Time 37 hours a week (regular evening meetings and occasional Weekend work required). This is a permanent appointment.

We are looking for a skilled, committed and highly motivated person to manage the Council's services and lead a small and active team working at the heart of a vibrant Somerset community.

If you have:

- Good organisational and project planning skills
- Excellent communication and IT skills
- A sound understanding of financial systems
- A confident, sensitive, friendly and polite manner
- Discretion and ability to deal with confidential matters

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

Working in the council offices, just off the High Street, you will have a key role, working with a team of 16 Councillors who are keen to develop their community. You will be joining our Deputy Clerk/RFO and Assistant Clerk Community Engagement with the opportunity to grow the team as needed. The successful applicant will be either CiLCA qualified or willing to obtain the qualification within 12 months from appointment.

Responsibilities to include:

- to help shape and deliver the Council's five-year priorities plan
- to act as the Proper Officer, ensuring that the instructions of the Council are carried out and advising on policies, new projects etc.
- effectively managing the staff, resources and assets of the Council

For further information and an application pack, or for an informal discussion about the role, please contact Zoe Leach, Acting Clerk on 01458 440588 or email dcro@street-pc.gov.uk Details also on our website www.street-pc.gov.uk. Applicants are warmly invited to visit the Council office or attend Council meetings prior to application.

Closing Date: 12 Noon on 31 August 2023

Interview Date: 7 September 2023

Street Parish Council is an equal opportunity employer.

Entry into the Local Government Pension Scheme is offered to all employees.