



## **JOB VACANCY**

Barlborough Parish Council has a vacancy for a Committee Clerk

The successful applicant will be required to attend the monthly evening parish meetings, take the minutes and produce official minutes, Parish Clerk to agree.

Additional clerical duties when required.

The post is for 10 hours per month with additional hours when required.

The current hourly rate of pay is £10.00, subject to pay review each financial year.

The post is office and home based.

### **Requirements: -**

- A good understanding of vocabulary and grammar
- Good interpersonal skills and able to work well with members of the public and elected Councillors
- Good I.T. skills
- Good communication skills
- Experience taking minutes would be an advantage

For further information, please contact the Clerk

Please email your C.V. to

[clerk@barboroughparish.gov.uk](mailto:clerk@barboroughparish.gov.uk)

Closing data - Friday 9<sup>th</sup> July, 2021

Interviews will be held Monday morning – 19<sup>th</sup> July, 2021