

Lyng Parish Council

Part-time clerk vacancy



Are you an experienced administrator who is looking for flexible, part-time work locally?

We are seven councillors looking for a Parish Clerk to work 6 hours per week for us.

The role involves:

- Arranging and attending meetings
- Preparing agendas and writing minutes
- Managing the finances
- Managing the burial ground and allotments
- Dealing with correspondence and phone enquiries from the public
- Preparing information for the website

The role is home-based with attendance at meetings at Lyng Village Hall around 6-8 times a year. Training and support will be provided. If it sounds as though you would suit this role, we'd love to hear from you.

Enquire first by phone or email

Deadline for written applications is
Thursday 28th February 2019

Contact:

Camilla Davis (Chair)

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