



ENDERBY PARISH COUNCIL
TEMPORARY APPOINTMENT - DEPUTY CLERK
(Fixed Term Contract of 12 Months)
20 Hours per Week
Salary Within grade LC2
SCP 18-23 (£24,313 - £26,999 Pro-rata)

Enderby Parish Council is looking to temporarily recruit an individual to provide adoption cover for a fixed term 12-month contact. The role of Deputy Clerk is key to the effective running of the Council and will require the applicant to be highly organised and committed to undertake this key temporary supporting role which is a deputising role responsible for all day-to-day organisation and management of the Council's services, staff, facilities and finances.

Core hours will be Monday-Friday, 9am-12 Noon to cover office opening hours.

You will need to be enthusiastic, flexible and community focussed with excellent administrative, interpersonal, accounting and IT skills in order to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Ideally you should possess a sound understanding of local authority organisation and management.

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this temporary position is ideal.

The post is part-time (20 hours per week) with evening meeting attendance required. We offer excellent nationally based terms and conditions of employment for this temporary fixed-term 12 month post.

For more details call Ms. Suzanne Hansford on 0116 2753711 or email clerk@enderbyparish.org

The Closing date for applications is 12 Noon, Friday, 24th May 2019.

Enderby Parish Council is an Equal Opportunities Employer and welcomes applications from all sections of the community.

A Job Description may be obtained via Enderby Parish Council's Website: -
<https://www.enderbyparish.org.uk/job-vacancies.html>

Applications are to be submitted in writing and are to include a curriculum vitae to: -

**Ms. S. Hansford,
Clerk to Enderby Parish Council,
Civic Centre, King Street,
Enderby, Leicestershire, LE19 4NT**