

Buckworth Parish Council

JOB VACANCY

VOLUNTEER PARISH CLERK

Would you like to take an active role in the community?

Buckworth Parish Council is looking for a volunteer to take on the role of Parish Clerk.

Approximately 1 to 2 hours per week.

The Clerk is responsible for the administration of the business of the Council. Candidates will need:

- Accurate administrative and attention to detail
- Availability to attend evening meetings in Buckworth on a Monday or Tuesday. The council usually holds six per year.
- Computer literate with a confident knowledge of MS Office and internet and ability to maintain the Parish website.
- CILCA qualification is not a prerequisite, but the candidate should be willing to undertake training at Council's expense.
- An interest in community life
- Good communication skills and a friendly and positive attitude

This role is home based and travelling expenses will be paid as required. A laptop will be provided.

To apply please send your covering letter and CV by email to:

clerk.buckworthpc@gmail.com .

For further queries please email as above.

The closing date for applications is 31st October 2022