

BURTON in LONSDALE

PARISH CLERK VACANCY

Are you keen and community minded?

Do you want to be at the heart of our revitalised Parish Council?

If so, your village needs you!

Following the retirement of our long-serving Parish Clerk, we are recruiting an enthusiastic person to administer our Parish Council.

This paid post is part time, 10 hours per week. Working mainly from home, the hours of work are flexible.

You will need to be a great communicator – spoken, written and electronic – and will need to be familiar with Microsoft Office. You will attend regular Parish Council meetings, usually monthly and on a Thursday evening.

Your duties will include preparing meeting agendas, taking minutes, receiving correspondence, taking action as a result of meetings, and keeping track of income & expenditure.

Prior relevant experience would be an advantage but a willingness to learn is equally important. Training will be provided where necessary.

We are looking to fill the role as soon as possible – applications will close on 14 April 2022

For further information please contact Councillor Ian Wardle

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