

## **ADVERT FOR CLERK**

### **Hartwith cum Winsley Parish Council, North Yorkshire (formerly Harrogate District) Vacancy for Clerk**

Hartwith cum Winsley Parish Council is looking for a self-reliant and enthusiastic person to take on the role of Clerk to the Council. Hartwith cum Winsley is a rural parish comprising a number of villages which run down the spine of Nidderdale, including Summerbridge, Low Laithe, Smelthouses and Brimham Rocks. This role offers an opportunity to support a vibrant community and to develop relationships with people in local voluntary organisations, businesses and neighbouring parish councils.

This is an ideal opportunity for someone wishing to work mainly from home, with flexible hours, and would suit someone wanting to combine the role with other commitments. The role is part-time and is contracted for 18 hours per month, with the working hours organised by the Clerk to fit the rhythm of Council work, particularly the run-up to, and immediately after, monthly Council meetings. The successful applicant must be available to attend evening meetings of the Council which are usually held on the third Tuesday of the month. Occasional attendance at additional meetings is also required. The Clerk will be responsible for ensuring the instructions of the Council in its function as a local authority are carried out. You will act as advisor to the Council, which involves learning about the relevant parish legislation, preparation of the agenda for Council meetings, minute taking and dealing with correspondence. You will be the sole employee of the Council and will need to build relationships with contractors, service providers and, in particular, with officers at North Yorkshire Council.

The salary range for this role is SCP 13 to 17 on the National Joint Council pay scale, which currently equates to £12.97 per hour, rising to £13.95 per hour as a maximum. Starting salary will depend on qualifications and experience. Progress up the pay range is by annual increments, subject to satisfactory performance.

The successful applicant should have a good level of education, with well-developed communication skills as a key representative of the Council in the community. You will be comfortable engaging with people by phone, email and face-to-face in meetings and, ideally, will have experience of managing social media and website administration. You will have good administrative skills, including taking minutes of meetings, and be used to working to deadlines. You will need to be computer literate and familiar with the Microsoft Office suite of applications. Knowledge of the local area would be an advantage, and an interest in parish activities is desirable.