

**ADVERTISEMENT FOR THE POSITION OF
PART-TIME ASSISTANT CLERK TO FULFORD PARISH COUNCIL
10 HOURS PER WEEK**

The role will include administrative, clerical and communications duties with some attendance at meetings, agenda drafting and minute taking. The post holder will provide some cover for the Parish Clerk and Cemetery Superintendent during periods of annual leave and must therefore have sufficient experience and capabilities to provide such cover. Occasional attendance at evening meetings will also be required and an enthusiasm to undertake relevant training would be an advantage.

Job Title

Part-Time Assistant Clerk;

Hours of Work

10 hours over 3 days per week (days and hours per day have some degree of flexibility provided some hours are worked on Fridays and 2 other days during the week).

Location

Primarily Cemetery Lodge, Fordlands Road, Fulford, York, YO19 4QG;

Application

Application must be made by letter of application and CV to be sent to Rachel Robinson, Clerk to Fulford Parish Council by email to clerk@fulfordpc.org.uk or by post to The Cemetery Lodge, Fordlands Road, York, YO19 4QG by the **closing date of 12^h March 2020**.

Interview

Interviews will be held in the week commencing 23rd March 2020

Commencement Date

No later than Monday 3rd May 2020

Salary

NJC Scale LC1 SCP 5-12 Dependent upon experience (currently £18,795 to £21,589 per annum reduced pro-rata / £9.74 to £11.19 per hour)

Job Description

To provide efficient and effective administrative support to the Clerk & RFO of Fulford Parish Council, assisting the Parish Clerk in ensuring that the statutory and other provisions governing or affecting the running of the Council are observed; taking and recording bookings for Fulford Social Hall and ensuring all relevant inspections and tests for the hall are carried out; deputising for the Parish Clerk as required including dealing with enquiries and issues raised by the public and external agencies in a courteous and professional manner in person, by telephone and email; Allotments administration, bookings, meetings scheduling and minute taking; data entry; filing; periodic visual inspection of playgrounds; collation and prioritization of incoming mail and other general administrative duties. Administrative support to Fulford Cemetery and occasional cover for the Cemetery Superintendent would also be required. A full job description and further information is available by request to clerk@fulfordpc.org.uk.