

Job Advertisement: Lyminge Parish Council Clerk

Are you organised, detail-oriented, and passionate about local governance? We are currently seeking a local Parish Council Clerk to join our team and provide administrative support to our vibrant and active Parish Council. Lyminge is a relatively large Parish encompassing Etchinghill, Rhodes Minnis and Lyminge villages.

Responsibilities of the clerk:

- Organise and facilitate council meetings, ensuring accurate record-keeping and timely distribution of meeting agendas and minutes.
- Advise on legal and procedural matters to ensure compliance with relevant legislation and regulations.
- Act as a liaison between the council, residents, and external organisations, addressing inquiries and requests for information.
- Manage communication channels, including websites, newsletters, and social media platforms.
- Manage and oversee employees, ensuring their tasks and responsibilities are carried out efficiently and effectively.
- Coordinate council elections and oversee administrative processes.
- Collaborate with government bodies and community groups to represent the interests of the council and its residents.
- Stay informed about local issues and best practices in local governance.
- Attend monthly council meetings

Qualifications:

- Strong understanding of local government procedures and legislation.
- Excellent organisational and time management skills.
- Effective communication and interpersonal skills.
- Proficient in using relevant software applications (e.g., Microsoft Office Suite, email, and social media platforms).
- Ability to work independently and manage multiple tasks simultaneously.
- Attention to detail and accuracy in record-keeping.
- Discretion in handling confidential information.
- Flexibility to attend evening meetings and occasional weekend events.
- The candidate should be CiLCA qualified or working towards a CiLCA qualification.
- Demonstrate a strong desire to undergo regular training and career development.
- Experience working with other councils or other relevant experience.

Starting in April 2024, the position is for 20 hours per week employed by the council with opportunities for extra hours for projects. A mobile phone is provided and a working from home allowance to cover extra office needs. Travel & stationery expenses are covered by the council.

If you are passionate about making a positive impact in your community and possess the skills and qualifications mentioned above, we would love to hear from you!

To apply, please submit your CV and a cover letter detailing your relevant experience and why you are interested in this position to elise.moss@lymingeparishcouncil.org.uk. The deadline for applications is 12 noon on 16th February 2024.