

Kibworth Beauchamp Parish Council

Part-time Deputy Clerk

VACANCY

**Do you want to be part of a team that makes a difference?
Do you want to work in the interest of the local community?
Do you want to engage with and listen to the people of the village?**

Working for Kibworth Beauchamp Parish Council will provide you with an exciting opportunity to contribute towards helping Kibworth be the best place that it can be.

You will provide clerical support to both Kibworth Beauchamp and Kibworth Harcourt Parish Councils, whilst attending some Parish Council meetings throughout the year. The vacancy is for 20 hours per week, to be worked over the five weekdays. You will be able to work from home, however, you will also be required to work some set hours during the day at the Parish Office, located at Kibworth Grammar School Hall.

Main Responsibilities include:

- Assisting the Clerks with the preparation of meeting agendas, taking minutes of several meeting per year and acting on the decisions and resolutions taken at meetings.
- Dealing with correspondence from councillors, members of the public, external organisations and liaising with contractors and suppliers.
- Assisting with general administration for both Parish Councils, including updating the websites and social media sites
- Providing cover for either clerk in their absence

Qualifications:

- Great communication skills, both written and verbal.
- Good IT skills including MS Excel and use of email.
- An understanding of basic accounting processes.
- Ability to work using your own initiative.
- Knowledge of the area of Kibworth would be advantageous.

Should you wish to find out more about this rewarding role, please phone the clerk on 07716 642077 or email clerk@kibworthbeauchamp-pc.gov.uk for a full application pack. Closing Date – 23 July 2021