

Council: Steyning Parish Council

County: West Sussex

Post: Steyning Parish Clerk, Responsible Financial Officer and Steyning Centre Manager

Salary & Benefits: National salary scale for Parish Clerks in the range LC2 - SCP 30-34 dependent upon qualifications and experience. Local Government Pension Scheme.

Hours: 37 hours per week, to include some evenings, based at the Steyning Centre

Have you the drive, determination and organisational skills to manage a very busy, responsible and varied workload?

In addition to the day to day work of the Parish Council and the management of a busy Community Centre, you will be able to work closely with Councillors to plan and implement the aims, decisions and objectives of the council.

The ideal candidate will have previous experience of work in a Parish or local Council and hold, or be studying for, the CiLCA or equivalent qualification. You will have financial experience, ability to deliver projects on time and within budget and demonstrate enthusiasm for working with the public, residents and local organisations.

If you feel this could be the role for you please contact: Carol Stephenson, 01903 812042 for an informal chat or email spcclerk@btconnect.com for the job description, person specification and application form.

Closing date for applications – 31st March 2017