



Bursledon Parish Council

### **Assistant/Deputy Clerk**

Bursledon Parish Council has created a new post of Assistant/Deputy Parish Clerk.

The postholder will be employed to work between 18 to 20 hours per week including two evenings per month to attend meetings.

The Council office is open Monday to Friday mornings only and the successful applicant will be required to work Tuesday to Friday. The Council will also be willing to negotiate flexible working with some working from home.

Duties to include liaising with the Parish Clerk and be responsible for supporting the formal meetings of the Council and its Committees; managing burials and memorials (for which training will be provided); administer the Council's Planning and Highways Committee and assist and sometimes lead on the delivery of community projects.

The successful postholder should be willing to study for the Certificate in Local Council Administration if not already held.

The Parish will positively support and training requirements relevant to the position.

The closing date for this position is: 12 noon on Monday 7<sup>th</sup> March 2022. Interviews will be held on Monday 14 March 2022.

To request an application pack or to discuss the opportunity please contact the Parish Clerk or see our website on <https://www.bursledon-pc.gov.uk/>

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