



VACANCY FOR PARISH CLERK

Applicants are invited for the post of Parish Clerk to Wootton which is a large Parish situated in NN4. Our longstanding Clerk is taking well deserved retirement and therefore Wootton Parish Council are seeking a new Parish Clerk, ready for a challenge, who is driven by excellent service delivery and a great positive attitude.

This Council prides itself on being innovative, forward thinking, passionate and positive. We are very engaging with our residents and believe this is a contributing factor to us achieving Parish Council of the Year 2020!

The successful candidate will require a high level of personal commitment, accurate administrative and financial ability, as well as the ability to oversee the management of a busy community centre. Excellent communication skills are essential for the role. A sound knowledge of local government law and procedures is essential, and if not already qualified the successful candidate will be expected to obtain the Certificate in Local Council Administration (CILCA).

The post is for 30 /40 hours per week (inclusive of evening meetings) and the salary will be reflective of the applicant's experience. We are basing this position on the LC3 Salary Scale, and we are members of the Local Government Pension Scheme.

The role is very customer facing, the Clerk will be expected to see members of the public regularly, operate an open office policy and work at our wonderful Community Centre as a primary place of work. Our Community Centre was extended in 2021 to include a Coffee Shop and Library which has further enhanced the service delivery from Wootton Parish Council

Applicants will be expected to be flexible to meet the operational requirements of the council, including attending evening meetings.

Applicants will be required to work alongside the elected members of Council, as well as lead a team based at our busy Community Centre. The Centre includes several event spaces, a Library and Coffee Shop. The core team includes a Functions Manager, Library Manager and Facilities Manager. There is a diverse range of regular users of the Centre and the Clerk will be expected to work alongside the Finance and Administration Office to ensure that the Centre is well booked to drive revenue and that our regular users are happy.

The right candidate will be excited to learn that Wootton Parish Council have fed into the Community Governance Review and are proposing to extend their boundary, are expecting to be consulted (or are being consulted) in some large planning applications and are always looking for ways to improve service delivery to the residents.

An application form, Job Description and further details can be obtained from the Parish Council Offices, Curtlee Hill, Wootton, Northampton NN4 6ED, by emailing clerk@woottonparishcouncil.gov.uk

The closing date for the receipt of applications is **Monday 6th May 2024**

NALC Council of the Year 2020

Wootton Community & Sports Centre

Curtlee Hill, Wootton, Northampton NN4 6ED

Parish Clerk

Mrs Tina L Charteress CILCA

Email: clerk@woottonparishcouncil.gov.uk

Telephone number: 01604 705055

Chairman

Cllr Emma Fisher