

Name of Council	Crick Parish Council
Job Title	Assistant Parish Clerk
Vacancy Statement	Crick Parish Council has a vacancy for an Assistant Parish Clerk
Requirements	<p>Applications are invited from suitably qualified and experienced persons, although training will be offered.</p> <p>An enthusiasm to learn will be seen as an alternative to formal qualifications.</p> <p>Summary of Responsibilities</p> <p>The Assistant Parish Clerk will be responsible supporting the Parish Clerk in all aspects of the administration of the business and finances of the council and to provide additional clerking duties in support of the burial ground administration.</p> <p>The post includes some evening work including attendance at regular monthly Parish Council meetings and occasional other parish council-related meetings.</p> <p>The Parish Council would support the successful applicant if they were interested in obtaining, CiLCA (the Certificate in Local Council Administration) within 24 /36 months of recruitment.</p> <p>A candidate with a skill set in I.T. / E-mail and social media (Website, Facebook etc) would have an opportunity to take responsibility of this area of the role.</p> <p>The successful candidate would also be expected to carry out the cemetery clerking duties – see below</p> <p>Burial Ground clerking</p> <p>To provide an efficient and understanding service for members of the public, in particular the recently bereaved, and provide general clerical support for Crick Burial Ground.</p> <p>Responsibilities include</p> <ol style="list-style-type: none"> 1. Respond in person, by telephone and in writing to enquiries from funeral directors, memorial masons, the Registrar of Births and Deaths and the general public. 2. Keep the burial records and all statutory information pertaining to the Burial Ground accurate and up to date. 3. Liaise with the Clerk/RFO to ensure that all receipts in relation to burials and memorial are correctly recorded in the accounts. 4. Ensure Crick Parish Council website is kept up to date with fees, permit applications and cemetery regulations as necessary.

	<p>5. To develop fully computerised record keeping for the Crick Burial Ground.</p> <p>General requirements The successful candidate must be computer literate, with good communication skills and have a friendly and positive outlook</p>
Salary	Salary scale LC2 18-23 (£15.84 per hour to £17.29 per hour) Depending on qualifications & experience
Hours	Flexible, but as a guide, between 8 and 12 hours per week .
Place of work	Work from home. There is also a Parish Office in Crick from which the Assistant clerk can work
Paid Annual Leave (Pro Rata) to be agreed depending on hours	
Please apply by email to	
Contact	John Bamber
Position	Chair, Crick Parish Council
Email Address	John.bamber@crickparishcouncil.org.uk
Telephone	07590578773
Closing date for applications:	5pm on 6 December 2024