

Cheverell Magna Parish Council

Vacancy for Proper Officer, Parish Clerk and Responsible Financial Officer (1 post)

Great Cheverell (Cheverell Magna) is a small village on the northern edge of Salisbury Plain, about 6 miles south of Devizes, with a population of around 1,000. There's a lot going on though, with a Pub, a Garage, a Church, 2 Village Halls, 2 Schools and a Playpark, so we don't think small ! Our next project is an ecological area for our main open space. We need you to help us to keep everything going !

Council Meetings are held monthly (apart from August), usually on the first Monday of the month at 7.30pm. You will largely work from home outside of formal meetings, which are now held in Public with suitable safeguards while Covid restrictions remain in place.

You will be flexible in your workload, undertaking the preparation of Agendas and Minutes, dealing with correspondence, managing the Council's finances and keeping up to date with legislative requirements. Previous / current working knowledge of Parish Council procedures and / or public administration is desirable, although training will be arranged as necessary. Good literacy and IT skills are essential, as are the qualities of integrity and impartiality, based on the Seven Principles of Public Life (the Nolan Principles).

The post is paid at a fixed rate of 30 hours a month, paid at NJC rates (LC1 7-12) dependent on qualifications and experience. Some months you might do more hours, and some less, but from experience we know that's the right level. We can discuss it with you at interview. A working knowledge of Parish Council procedures and/or public sector administration, whilst desirable, is not essential as training will be made available, and your development will be supported.

More information can be found at our website <http://www.greatcheverell.org/>.

If you're interested in working with us to support our Community, please apply with a CV and completed application form to Kimi Porter, Chair of the Parish Council, at kimi.porter@greatcheverell.org If you want to know more, please contact Sarah Glen, Clerk at parishcouncil@greatcheverell.org.

Closing date for applications is Friday 10th December 2021. We're looking to interview the week beginning 13th December 2021. We look forward to hearing from you!