

PARISH CLERK - DOLTON , nr Winkleigh NORTH DEVON

Dolton Parish Council require a Parish Clerk on a part time position (8 hours per week) to start at the beginning of June 2017. Salary in accordance with the NALC scale 15. (£8.87 per hour).

You should be computer literate with experience in recording the minutes of meetings, have a basic book keeping knowledge and an interest in local community activities. Formal DALC (Devon association of Local Councils) training for new parish clerks is available and the Parish Council encourages on the job training in a variety of areas for both Councillors and paid officers.

You will be required to work from a home office for which remunerative expenses are paid. A laptop computer and printer scanner is provided. Evening parish meetings at Dolton are held monthly on Mondays.

This is an interesting and rewarding position in the community. For further details and a job description please contact the Chairman Cllr John Lock on 01805 804254, email grannylockrocks@gmail.com or visit the Parish Council website dolton.org.uk/doltonparishcouncil.

Applications can be made by email or in writing enclosing a CV and covering letter to the Chairman Cllr John Lock , Cleave Farm, Dolton, Winkleigh EX19 8QT or at the email address above.

Closing date for applications: 12 noon Monday 22nd May 2017
Interview date : to be confirmed