

# Goudhurst Parish Council

## **Clerk (Designate) to the Parish Council**

The historic Parish of Goudhurst has a vacancy for an Assistant Clerk (Clerk Designate) to the Parish Council, based in Goudhurst.

Initially the job will be 15/21 hours a week, but this is likely to increase to 28/37 hours. Salary will be in the range of £25/£30K FTE subject to skills and experience.

This is an interesting and varied role. You will be working to provide a high standard of administrative support to 12 parish councillors, the council committees and residents of what is one of the largest parishes in area in Kent (comprising Goudhurst, Kilndown and Curtisden Green - pop 3,300).

The job entails drawing up meeting agendas, attending committee meetings (some in the evening), taking minutes and drafting them for approval. Also responding to e-mails, phone calls and letters from local residents, contractors and other service providers. Some of your time will be spent out and about in the parish checking council's property, meeting Council's contractors or dealing with queries and other matters locally. The Clerk is the Proper Officer and Responsible Financial Officer to the Council.

Good IT skills are essential as is producing reports to a high standard of English. You will have experience and be enthusiastic in dealing with the public and have basic book keeping skills using accounting software. You will be self reliant with a 'can do' attitude and be well organised. You will need to be a car owner. Ideally the successful candidate will be resident in the Parish of Goudhurst or nearby.

We will offer good opportunities for training and you will be expected to work towards obtaining the Certificate in Local Council Administration. Previous local government experience will be advantageous but not essential.

Please send your application to The Chairman of Goudhurst Parish Council Cllr Antony Harris, The Hop Bine, Risebridge Farm, Goudhurst TN17 1HN before 30 April 2019 and interviews will take place during May.

If you have any queries about this job, please contact Anthony Farnfield, Clerk to Goudhurst Parish Council on 01580 212552 or [clerk@goudhurst.co.uk](mailto:clerk@goudhurst.co.uk)

Goudhurst Parish Council is an equal opportunities employer