

Vacancy for a Parish Clerk – Part Time
**10 hours per week – Salary; £24,982 - £29,577 pro-rata depending on experience and qualifications**

Whitehouse is a vibrant new community situated in the new West Milton Keynes expansion area, close to Stony Stratford and five minutes from the A5. Whitehouse is a new development that is in its infancy and will eventually house over 4200 families. The development plan includes a small retail centre and a Local Service Centre will provide many of the facilities and infrastructure required by the surrounding community.

The Whitehouse Community Council is seeking to appoint a highly motivated, self-starting and proactive Parish Clerk with the relevant experience and qualities to undertake the varied responsibilities of this key position. The role is part time and will require a flexible approach to working hours to fit in with the business of the Community Council. The successful candidate will be expected to demonstrate leadership, administrative, IT, financial and interpersonal skills. They should have a good level of computer literacy, together with an ability to forge strong partnerships within the community and business sectors. The successful candidate will manage the Community Council’s statutory requirements in accordance with best practice and ensure the effective implementation of Community Council decisions and adhere to the duties of the *responsible Financial Officer*. The successful candidate should have sound knowledge of current local government legislation and governance along with experience of working with Council members and its Committees. Ideally, candidates will hold a Certificate in Local Council Administration (CiLCA) or be prepared to achieve this within two years.

The role is predominantly homeworking, in year one, however, access to a computer, printer and the internet will be made available.  An average of 10 hours per week applies to the post for the first year plus an additional hour allocated for studying towards the qualification / mentoring support. In year two, the expectation is that working hours will increase to 15 per week with yearly increases up to 20 to 25 hours per week. Some evening work is required so a flexible approach is essential.

**To apply, please submit your current C.V and covering letter explaining your suitability for the role by email to:**

**Cllr Eileen Card at
Recruitment.Whitehouse@gmail.com**

The closing date for receipt of applications is 21 March 2021

We reserve the right to close the vacancy early