



Moretonhampstead Parish Council

Clerk to the Council

The Parish Council is recruiting a Clerk to work 20 hours per week.

Moretonhampstead Parish Council is an active and busy Council, with 12 Councillors. The Council undertakes a wide range of local council responsibilities and also acts as the burial authority. This is an interesting opportunity, working from an attractive Parish Office surrounded by Dartmoor. Full Council meetings are held on the first Tuesday of the month (except August), and Planning Committee meetings on the third Tuesday.

Grade and Salary: Appointment of an appropriately qualified and experienced applicant would be expected to be at LC2 level, between Scale Points 18-22 (£24,313 - £25,295 *pro rata*). Alternatively the Council would be willing to consider appointing a local candidate with suitable potential at LC1 level, between Scale points 13-17 (£22,021 - £23,836 *pro rata*), in which case training and mentoring would be arranged as needed, with promotion to LC2 level available dependent on training and performance..

Please see the job description and person specification which are available on the Council's website.

Please apply using either the application form or by sending a CV and covering letter to Cllr Vivienne Hodges, Chairman, Moretonhampstead Parish Council, Green Hill, Fore Street, Moretonhampstead TQ13 8LL, or by email to moretonhampsteadpc@tiscali.co.uk

Closing date: 12 noon Thursday 5th September 2019