



**OVERSTONE
Parish Council**



VACANCY FOR PARISH CLERK FOR OVERSTONE PARISH COUNCIL-

Job Title: Parish Clerk

Salary: Salary Scale SCP 24 - 28 (£28,672 to £32,324) pro rata

The position is subject to Pension auto-enrolment

Hours: Part Time 22 hours per week (The role will include working some weekends and evenings.)

Proposed Start Date: - 1st March 2022

Overstone Parish which until recently was a small Parish of less than 800 residents is undergoing substantial change. The Parish has been allocated 2 Sustainable Urban Extensions, Overstone Leys for 2000 dwellings and Overstone Green for 1600 homes. Overstone Leys is currently at Reserved matters stage and Overstone Green is due to go to Committee for Outline Planning permission.

Overstone Parish Council is looking for a proactive, enthusiastic, experienced Clerk who understands planning.

The successful applicant will ideally:

- Be CiLCA qualified or willing to work towards the CiLCA qualification
- Have local planning experience and a good knowledge of planning policies
- Be computer literate
- Have good communication skills

An application form and further details can be obtained as follows:-

Email: joncaustin@aol.com **Phone:** 07838 488566

CLOSING DATE: 6th January 2022