

Name of Council	Bulwick Parish Council
Job Title	Parish Clerk
Vacancy Statement	Bulwick Parish Council has a vacancy for a parish clerk.
Requirements	<p>The newly formed Bulwick Parish Council is looking for a clerk to be responsible for the administration of the business and to offer support to the appointed Treasurer regarding finances of the Parish Council.</p> <p>With a recently appointed, friendly and enthusiastic group of councillors, the Council is keen to help make a difference for the local community.</p> <p>The Parish Council is looking for a suitably qualified and experienced person, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications.</p> <p>The post includes some evening work and occasional attendance at locally held meetings.</p> <p>The successful applicant would be expected to have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration). She or he must be computer literate, with good communication skills and have some office or business experience.</p> <p>The historic village of Bulwick is six miles north-east of Corby, has a population of 171 people, a beautiful church, a pub, award winning shop and farm shop.</p> <p style="text-align: center;">www.bulwickpc.org.uk</p>
Salary	Salary scale LC1, SCP 7 – 11, £10.44 - £11.53 per hour (negotiable upon experience).
Hours	22 hours per month.
Place of work	Work from home.
Please apply in writing or by email to:-	
Contact	Julian Taylor
Position	Chairman, Bulwick Parish Council
Address	The Farmhouse Blatherwycke Road Bulwick NN17 3EU
Email	info@bulwickpc.org.uk
Telephone	07776 170750
Closing date for applications:	30 th September 2021