



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane
Radcliffe on Trent
Nottingham
NG12 2FB

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

- ***Could you be the person we are looking for?***
- ***Can you effectively lead a team to deliver optimum results?***
- ***Do you want the opportunity to make a difference and support a local community?***

If this sounds like you, we would love to hear from you!

Radcliffe on Trent is a vibrant village with a population of around 8000 residents. As our Parish Clerk you will work closely with the elected Parish Councillors, using your knowledge and expertise to help develop and maximise the facilities and services we have to offer on behalf of the village.

Ideally this is a part-time role of 30 hours per week, although full time may be considered. With prior agreement, there may be some flexibility in working hours. There will be a need to attend and minute regular evening committee and sub-committee meetings for which time off in-lieu will be given.

In return we can offer you a very competitive salary with exceptional benefits and the opportunity to fully utilise your skills and expertise. Benefits include a generous pension contribution into the Local Government Pension Scheme, annual leave of 21 days, plus 8 bank holidays and 3 extra statutory days (in the case of part-time, these benefits will be pro-rata'd).

Where required, we will support your career development and provide training to assist you in gaining the necessary formal qualifications to become a qualified Clerk.

We will look to you to be forward-thinking, organised and innovative, helping us to bring a healthy return on our annual budget of circa £450K.

As the successful candidate, you will lead a team of office and grounds staff, and work closely with Parish Councillors to develop and deliver a quality service to the community. You will be expected to maintain statutory duties and a high level of public body governance, and to build relationships across all levels of local Government and within the community.

You will have excellent organisational, leadership, IT and administrative abilities and, ideally but not mandatory, a good knowledge of local government. You will have experience of, and be able to demonstrate, good financial management. The ability to bring in external funding to the Parish through grants, partnerships and sponsorship will be beneficial as will some knowledge of social media and events promotion.

In conjunction with your Team, you will be responsible for the management and upkeep of the Parish council facilities, and support and contribute to the organisation of community events throughout the year.

Interested?

Then please email the Chair of Personnel (sue.clegg@rotpc.parish.email) for further details and an application pack.

The closing date for applications is 5.00pm on Monday 20th February 2023