

JOB VACANCY ASSISTANT CLERK

15 hours per week

Pay: £13.28 - £14.21 per hour

depending on experience & qualifications

Cottenham Parish Council is seeking an additional member of staff to join its team delivering services for the community. This is an exciting time for the Parish as it manages a range of projects to improve amenities in the village.

This part-time post of 15 hours per week involves working with the Clerk and other members of the team to provide administrative support for the Council.

We are looking for an enthusiastic individual with good organisational skills and an interest in working in the community. Local government knowledge or previous experience in administration are advantageous but not essential. In-work training will be provided, and the successful applicant will be granted leave and full funding to study for the Certificate in Local Government Administration.

If you would like to discuss this post informally and/or request an information pack, please contact the Clerk:

Email: clerk@cottenham-pc.gov.uk

Phone: 07503 328401

For an application form go to www.cottenham-pc.gov.uk

The closing date for receipt of applications is **9am Tuesday 7th May 2024**

Interviews will be held week commencing 13th May 2024