

**Job Title:** Clerk to Graveley Parish Council

**Location:** Graveley, Cambridgeshire, UK

**Position Type:** Part-Time (6 hours per week)

**Salary:** In line with the nationally agreed pay scale, SCP 13-23, commensurate with experience

**About Us:**

Graveley Parish Council is a vital part of our local community, dedicated to serving the needs and interests of the residents of Graveley. Graveley is a small parish, with a population of approximately 200 residents. The Parish Council consists of a maximum of 5 councillors.

We strive to maintain and enhance the quality of life in our village through effective governance and the provision of essential services. As the Clerk to the Parish Council, you will play a pivotal role in facilitating the smooth operation of our council and supporting its initiatives.

**Role Overview:**

We are seeking a motivated individual to join our team as Clerk to the Parish Council. Reporting directly to the Council, the Clerk will be responsible for providing administrative support, managing council affairs, and ensuring compliance with legal requirements.

**Key Responsibilities:**

- Act as the Proper Officer of the Council and ensure all legal requirements are met, including compliance with relevant legislation, regulations, and procedures.
- Prepare agendas and minutes for council meetings, ensuring accuracy and timely distribution.
- Provide procedural and legislative advice to the Council.
- Manage council finances, including budget monitoring, invoicing, and financial reporting, as Responsible Financial Officer.
- Act as the primary point of contact for residents, responding to enquiries and resolving issues promptly and efficiently.
- Coordinate council activities, events, and projects as required.
- Assist with the organisation of community engagement initiatives and public consultations.

**Requirements:**

- Previous experience in a similar administrative role, preferably within a parish council.
- Strong organisational skills with the ability to prioritise tasks effectively and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with a diverse range of stakeholders.

- Sound knowledge of relevant legislation, governance procedures, and financial management principles.
- Proficiency in IT and office software applications, including Microsoft Office suite and email.
- Willingness to work flexible hours, including attendance at evening meetings.

**How to Apply:**

If you are passionate about serving your community and have the skills and experience required for this role, we would love to hear from you. Please submit your CV and a covering letter outlining your suitability for the position to [clerk@graveleycambspc.org.uk](mailto:clerk@graveleycambspc.org.uk)

**Application Deadline:** Friday 3<sup>rd</sup> May 5pm

Graveley Parish Council is an equal opportunity employer and welcomes applications from all suitably qualified individuals regardless of race, gender, disability, age, sexual orientation, or religion. We are committed to creating an inclusive environment for all employees.