BURY PARISH COUNCIL

[www.buryparishcouncil.co.uk](http://www.buryparishcouncil.co.uk)

# Parish Clerk - Charlotte Copley

# **07734 771750**

# [parish.clerk@buryparishcouncil.co.uk](mailto:parish.clerk@buryparishcouncil.co.uk)

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**STAFF VACANCY**

Title: Administrator

Hours: 10 per week, from home, permanent position

Salary: £11.62 - £12.42 per hour [salary negotiable dependent upon experience]

Application deadline: 30th April 2024

Are you passionate about supporting our growing community?

With the rapid growth of our village, we are looking for an additional member to support the Clerk on delivering services to our parish.

Bury Parish Council are seeking an enthusiastic, motivated and diligent administrator to join the team.

The role is remote working but the applicant will be required to travel throughout Bury from time to time. Equipment will be provided.

Should you be interested in the role please contact the Clerk for an informal discussion. The job description and person specification are available on request.

To apply please send your CV with a covering letter via email to:

Email: [Parish.clerk@buryparishcouncil.co.uk](mailto:Parish.clerk@buryparishcouncil.co.uk)

Phone : 07734 771750

Application deadline: 30th April 2024 with interviews being held 20th May 2024.