



Vacancy for Assistant Clerk to the Council

10 hours per week, based on full time salary of £23,398 [actual pro rata salary £6,324]

Wivelsfield Parish Council is looking for an Assistant to support the existing Clerk in an expanding and varied role. The post is largely administrative in nature - helping with the day to day running of the Council - and would suit an enthusiastic, outgoing and organised person. The ideal candidate will be interested in working within a local community, have excellent written English, be happy talking to a range of people and getting involved with public-facing events, and be good at multi-tasking.

Knowledge of the Local Government sector, planning and/or fund-raising would be an advantage.

Hours of work will be flexible and – by agreement - can be split between the Parish Council office and home. There will be a requirement to attend occasional evening meetings.

For further information, please obtain an application pack from Sussex & Surrey Associations of Local Councils [lois.crouch@ssalc.co.uk] 01273 830203 to whom completed application forms should be returned.

Closing date Friday 14th July.