

## **JOB ADVERTISEMENT**

### Vacancy for Assistant Parish Clerk of Halsall Parish Council – (part-time)

The primary role of the Assistant Parish Clerk is to support the work of Halsall Parish Council and the Halsall War Memorial Playing Field and Hall Trust. The Assistant Parish Clerk will work closely with and under the supervision of Halsall Parish Council Clerk and report to the Chair through the Parish Clerk.

The average workload is estimated to be NINE hours per week, although this varies with a peak of activity around the meeting dates. Work is mainly from home, with some visits to the village halls. A computer will be provided, and travel expenses paid.

Applicants for this vacancy are invited to submit a CV and supporting statement describing previous experience and how they meet the criteria for this role no later than the closing date of 22nd November 2024.

The post is available wef 3/2/2025

Please send your application by email to; [halsallparishclerk@gmail.com](mailto:halsallparishclerk@gmail.com)

### **Salary and conditions**

Contracted hours and pay = 9 hours per week pro rata to a full time equivalent of 37 hrs a week

Pro-rata, based on National Joint Council for Local Government pay scales (SCP 14-17, FTE £27,334 - £28,770 per annum, pro-rata £6,648-6,998 per annum).

Job description and person specification are available here <https://halsallparish.org.uk/latest-news/>