



## **JOB VACANCY**

### **PARISH CLERK**

**Up to 16 hours per week @ £19.81 per hour (16,527 per annum)**

The Clerk's role is as a competent administrator, and a legal advisor of local authority protocol.

The Clerk needs to have experience of financial administration, recording and presenting the Parish financial position, in a manner that members can understand and explain to residents.

The Clerk must carry out the decisions of the Parish Councils as agreed at monthly meetings.

These actions to be compiled, progressed and reported to the Chairperson in a manner that can be presented to the council.

This post requires candidates to have a clear understanding of local government, and an excellent record in administration, policy, project management, communication and strategic thinking. Excellent IT skills are essential, and attendance of committee meetings will be required (this will involve some evening meetings). This is a Hybrid working position where you may work from home or within the Parish Office at The Pavilion Building.

You will hold the Certificate in Local Council Administration (CILCA) or be prepared to study for it.

A candidate information pack including application form, job description and person specification is available on our website.

For further information about the work of the Parish Council please go to our website [www.framwellgatemoorparishcouncil.co.uk](http://www.framwellgatemoorparishcouncil.co.uk). For an informal discussion regarding the post, please contact Cllr Amanda Hopgood Vice Chair of Framwellgate Moor Parish Council, on [amanda.hopgood@durham.gov.uk](mailto:amanda.hopgood@durham.gov.uk)

The closing date for applications is 5pm on Monday 1<sup>st</sup> December 2025 with successful candidates contacted via email / text message by 9am on Thursday 4<sup>th</sup> December 2025 regarding interview times & dates.

**For the successful candidate it is hoped a start date will be 2<sup>nd</sup> January 2026.**