

# Job Vacancy

## Assistant Clerk to East Leake Parish Council

Hours: 20 hours per week, 09:00 – 13:00 Monday to Friday; hours to include evening attendance at Parish Council and Committee meetings

Salary: National Association of Local Councils LC2 substantive benchmark range, scale points 15-25: £8.717 per hour – £11.660 per hour

Due to internal promotion, East Leake Parish Council is looking for an enthusiastic individual to support our Clerk to achieve our vision for the future.

We are a progressive, ambitious Council engaging with the community to develop environmentally and financially sustainable local services and a resilient, inclusive community.

As the Assistant Clerk, you will work closely with the Parish Clerk to support the Parish Council and engage with residents. Ideally you will have some experience of local authority or similar administration and financial record-keeping. This is a part-time post and involves evening work and occasional travel.

If you are interested, please visit the Council's website for more information and an application pack (<https://www.east-leake.gov.uk>), or email Cllr Lindsey Maggs at [Cllr.L.Maggs@east-leake.gov.uk](mailto:Cllr.L.Maggs@east-leake.gov.uk)

Applications should be submitted by email to [Cllr.L.Maggs@east-leake.gov.uk](mailto:Cllr.L.Maggs@east-leake.gov.uk) or in writing to:

Cllr Lindsey Maggs  
East Leake Parish Council  
The Parish Office  
45 Main Street  
East Leake  
LE12 6PF

Previous applicants to the Council need not apply. Please mark the envelope Private and Confidential.

**Closing date for applications: 10:00am, Monday 30 November 2020**