

LINDFIELD RURAL PARISH COUNCIL

Clerk to the Parish Council

**Salary level will be consistent with the experience and relevant qualifications of the appointed candidate and subject to negotiation
Hours of work will be a minimum 15 hours per week plus an evening meeting every 6 weeks**

**Place of work: The Millennium Village Centre, Lewes Road, Scaynes Hill,
West Sussex, RH17 7PG**

Lindfield Rural Parish Council wishes to appoint a Clerk to an interesting and demanding position working closely with the Council to secure its aims and objectives and oversee community projects. [Note : the Council employs a Responsible Financial Officer in a separate role]

The successful applicant will have to demonstrate drive, determination, administrative experience, IT, organisational & inter-personal skills, and have knowledge of local government at parish council level.

To download an application pack including a Person Specification, Job Description & Application Form please visit the job vacancies page at www.sussexalc.org.uk Please note that CVs alone will not be accepted and applicants must complete and return an application form to Sussex & Surrey Associations of Local Councils to apply.

Closing date for all applications: 28th September 2018

Interviews will take place : early October on a date to be agreed