



The Parish Centre, 50 Gerald's  
Way, Chalford, Stroud,  
Gloucestershire GL6 8FJ

## **ASSISTANT CLERK TO CHALFORD PARISH COUNCIL**

To work from the Council's office in Gerald's Way, Chalford.

**Salary:** Local Council Clerk grades 23-25 dependent on experience.  
**Hours:** 28 per week.

Chalford Parish Council is inviting applications for the role of Assistant Clerk. This is a challenging and interesting opportunity to work in a friendly environment assisting with a variety of responsibilities.

The main duties will entail dealing with parishioners, face to face, telephone and email, management of allotment areas, including record keeping, accounts and issuing of invoices. Organise meetings, carry out research and take minutes for the Plans Assessment Committee and Charity and Frith Youth Centre Trustees.

Keep records for the cemetery and liaise with funeral directors. Liaison with official bodies such as Gloucestershire County Council, Stroud District Council and Police.

Administration of our befriending service. Assist and deputise for the Clerk as required and carry out day to day general administration.

Although training will be given, primarily applicants should have administrative experience with excellent computer and communication skills and be comfortable dealing with the public over the telephone and face to face.

For further information and a full job description please contact the Clerk, Christine Prince 01453 887204, [christine@chalford-glos.gov.uk](mailto:christine@chalford-glos.gov.uk), A CV is required and should be sent to Chalford Parish Council, Gerald's Way, Chalford, GL6 8FJ

Deadline for applications: Friday, 1 June 2018

May 2018

T: [01453 887204](tel:01453887204)  
E: [info@chalford-glos.gov.uk](mailto:info@chalford-glos.gov.uk)  
W: [www.chalford-glos.gov.uk](http://www.chalford-glos.gov.uk)