



HAWARDEN COMMUNITY COUNCIL

Assistant Clerk – 30 hours per week; 52 weeks per year

SCP 18-23 £27,344 - £30,151 [*pro rata*].

A vacancy has arisen for a part time Assistant Clerk at the Community Council's office at 113 The Highway Hawarden.

Hawarden Community Council, Broughton and Bretton Community Council and Shotton Town Council share an administration and maintenance service managed by the joint Clerk and Financial Officer to Hawarden and Broughton and Bretton Community Councils. Shotton Town Council appoints its own Town Clerk but has continued to share maintenance services.

The post holder will provide administration, project and policy support to the Council's Clerk & Financial Officer for the joint administration of Hawarden and Broughton & Bretton Community Councils. The post holder will also be responsible for the management of the Council's allotment site, street lighting and some financial processing.

Attendance at two evening Council meetings per month is a requirement of the post together with minute taking. (Second Monday and Third Tuesday of the month, excluding August)

The hours are flexible and subject to agreement but five days is preferred. The council encourages training and continued professional development.

Local Government conditions of service including membership of the Clwyd Pension Fund apply.

For a job description and person specification, please email mail@hawardencommunitycouncil.gov.uk

Applications should be submitted by CV following the personal specification to mail@hawardencommunitycouncil.gov.uk

Closing date 12 noon Monday 17th July 2023.

Interviews will take place week 19th to 21st July and three days shadowing with current post holder will be arranged.

