

## ADVERTISEMENT

### **Vacancy for a part time Parish Clerk Boddington Northants.**

Mainly working from home plus attendance at evening Parish Council Meetings in Upper Boddington (usually on the 1<sup>st</sup> Wednesday every month) and occasional other meetings. The Parish Council has a separate Responsible Finance Officer who liaises with the Clerk.

Hours: 10 hours a week.

Salary: LC2 scale according to qualifications and experience, plus a working from home allowance. IT equipment is provided.

Boddington Parish is in South Northants District Council's area and borders on Cherwell and South Warwickshire District Councils. Most of the 635 electors live in the villages of Upper and Lower Boddington which are a mile apart. The Clerk will be required to support and advise the eight Parish Councillors. The 2018 /19 precept has been set at 37,000. The High Speed 2 Rail project runs through the parish close to Lower Boddington, and work on it has already started. This will have an extremely disruptive effect on our parishioners for several years so the Parish Council has been building a good relationship with HS2 Ltd and will be liaising with the scheme's Contractors to mitigate disturbance as much as possible. The Council has recently published a Parish Plan and begun its implementation.

Excellent communication and IT skills are required for this post and the successful applicant should have, or be prepared to obtain, a CILCA (Certificate in Local Council Administration). A calm, friendly, positive outlook and the ability to deal with contacts at all levels is also essential.

For a job description and application form, please contact Councillor Mrs Pat Stewart, email [pstewart@boddingtonparish.co.uk](mailto:pstewart@boddingtonparish.co.uk) Tel 01327 262496, or 24a Frog Lane, Upper Boddington, NN11 6DJ. Curriculum vitae must be accompanied by our application form.

**Closing date for applications will be Monday 12<sup>th</sup> March.**  
Interviews will be held between the 19<sup>th</sup> and 28<sup>th</sup> March 2018.