



**LOOSE PARISH COUNCIL  
VACANCY  
ASSISTANT CLERK**

A unique opportunity has arisen to join the Parish Council's administrative team to assist, support and provide cover for the Clerk/Deputy Clerk in all aspects of day to day management and operation of Council Services including management of the Planning Application System.

The role is a permanent position, home based 16 Hours per week (flexible and will include attending bi-monthly evening meetings and attendance at community events which may take place at weekends). There may be additional hours available as the role develops.

Salary paid monthly at Local Government Scale SCP 13-17 £11.76 - £12.73 per hour with holiday entitlement and pension scheme.

Applicants must possess excellent communication skills, be able to competently use Excel, Word, E-mail, have an eye for detail and be extremely well organised.

It is essential that the successful applicant can work on their own and use their initiative.

For further details and how to apply contact the Parish Clerk at LoosePC PO Box 634 MAIDSTONE ME174YR, or by e-mail to [clerk@loose-pc.gov.uk](mailto:clerk@loose-pc.gov.uk)

Closing Date for applications is 3 November 2023 with interviews being arranged shortly after.