



Community Alert

Loose Parish Council (LPC) – Keeping you updated

No. 18

02 Jul 2020

Job Advertisements

Loose Parish Council

Parish Office: Holly Glade Pembroke Road Coxheath Maidstone Kent ME17 4QJ

An opportunity has arisen for a

Deputy Clerk

28 hours per week - Some evening work and flexibility is required

Salary Range from NJC SCP 19 £24,799, to NJC SCP 25 £28,785 (based on a full-time post of 37 hours) –
Hourly rate is £12.89 to £14.96
Pension Scheme is available

Loose Parish Council is looking to provide you with an opportunity to develop a rewarding professional career in the most important tier of local government.

The post holder will be expected to carry out duties relating to the work of Loose Parish Council and to deputise for the Clerk in her absence. The Deputy Clerk (acting as the Clerk) is under a statutory duty to carry out all the proper functions, and in particular to serve or issue notifications required by law of a local authority's Proper Officer.

As well as being a friendly, enthusiastic, confident and calm individual, we are looking for someone who:

- Has excellent people skills, including the ability to work with Councillors, members of the public, third party organisations and other members of staff
- Is proficient with the use of email, Microsoft Word, Excel and other Office applications
- Is confident in managing a website and using social media accounts
- Is flexible to attend meetings, consultations, information events and other events for, or on behalf of, the Parish Council
- Is an accurate record keeper, well organised and able to meet deadlines
- Has the ability to support and deputise for the Clerk when required
- Will undertake all other duties as may be reasonably required

The job is home based and the successful candidate, if not already held, would be expected to work towards obtaining the Certificate in Local Council Administration (CILCA) once they have completed the initial six month probation period.

Please contact Kim Owen, via phone or email, if you would like to know more about the Parish Council, the position, or would like an application form.

An opportunity has arisen for a

PART TIME CARETAKER

to maintain the Loose Pavilion and King George V Playing Field

Duties include:

- Keep pavilion facilities clean and adequately equipped before each letting
- Gates to be unlocked and locked each day
- Be responsible for the security and keys to all areas within the Pavilion including the garage/store areas
- Carry out minor 'running repairs' to fixture and fittings
- To ensure that the field is as litter free as possible.
- To be available for Contractors and Services Engineers when required
- Monitor the CCTV equipment and report any incidents to the Clerk/Deputy Clerk
- To comply with all requirements relating to Health and Safety

Rate of Pay - £10.00 per hour.

The terms are based on a permanent appointment requiring 15 hours per week. However, flexibility will be required in relation to attendance and hours worked, in order to meet the business needs of the Parish Pavilion, from time to time.

There will be a six-month probationary period. If you are interested in making an application for this post, please contact Kim Owen, via phone or email, if you would like to know more about the Parish Council, the position, or would like an application form.

The closing date for return of applications for either position is 5pm on Fri 24 July 2020.

Interview dates to be advised.

Kim Owen, Clerk to Loose Parish Council - 07855000156/clerk@loose-pc.gov.uk

www.loose-pc.gov.uk