



Locum Clerk to the Council, Locum Proper Officer and Locum Responsible Financial Officer

The Council is seeking to appoint to the above post with effect from the 9th December 2019 to cover maternity leave of the Parish Clerk, this includes a 1-week handover period with the Clerk.

The post is for a fixed term in order to cover the maternity leave of the Parish Clerk. Your employment will end on the 9th January 2021 or the return of the current postholder from maternity leave, whichever is sooner. This allows for a 1-week handover period with the Clerk on her return. The Council will give at least 21 days' notice of the end date if before 9th January 2021.

It is intended that the post will be full-time for a period of 37 hours per week, worked over Mondays to Fridays and will include evening meetings. The Council may consider part-time arrangements or alternative working days by negotiation.

The Council has an Office on Tolvaddon Business Park and this will be the place of work for the Locum Clerk. The office is open to the public between 9am and 12 noon Mondays - Thursdays. The post-holder must be prepared to work alone in the office for around 50% of their working day. The Council employs a part-time Administration Assistant who works 15 hours a week between 8am - 12noon Mondays - Wednesdays and 8am - 11am on a Thursday. The Administration Assistant attend the Full Council meeting and takes the minutes.

Meetings of the Full Council are held in the centre of Illogan in Penwartha Hall the third Wednesday of each month except December when it is held on the second Wednesday. Planning and Environmental Services Committee meetings are held on the 1st and 3rd Wednesday of each month in Penwartha Hall. Other Committee meetings are held in the Council Office, usually on a Wednesday or a Monday.

Salary will be Spinal Column Point 37, depending on qualifications and experience, pro rata to hours employed.

Closing date for applications is Friday 13th September 2019.

Applications should be addressed to the Clerk, Illogan Parish Office, Unit 2, Wheal Agar, Tolvaddon Business Park, Tolvaddon, Camborne, TR14 0HX.