



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 19th July 2021 to cover maternity leave of the Parish Clerk, this includes a 2-week handover period with the Clerk. This may be subject to negotiation.

The post is for a fixed term in order to cover the maternity leave of the Parish Clerk. Your employment will end on the 20th December 2021 to include a hand back to the Clerk.

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 in Trevenson House 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. This is subject to Covid-19 restrictions.

Pre-Covid-19, 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. During Covid-19 meetings are being held via Microsoft Teams.

Salary will be Spinal Column Point 31, depending on qualifications and experience, pro rata to hours employed.

Closing date for applications is Friday 18th June 2021.

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