



VACANCY

Deputy Clerk to the Council

General Information:

County: West Sussex

Salary: SCP 18 – 30 (£30,559 – £39,513)

Closing date: Midnight, 15 December 2024

Hours: FT Monday to Friday 37 hours per week 9am to 5pm, (4.30pm Fridays) to include ½ hour for lunch.

Local Government pension scheme

Job Responsibilities

Following the retirement of the previous part time Assistant Clerk and a staffing review, Billingshurst Parish Council is seeking to appoint an innovative, forward thinking and proactive FT Deputy Clerk, with good communication skills to be an active member of the management team, supporting the Clerk in ensuring the Council achieves its targets and aspirations.

The Deputy Clerk has specific responsibility for the Planning & Environment Committee, arranging meetings, recording minutes and implementing decisions made. Other key functions include taking a lead on undertaking some projects and sourcing funding, plus working with other officers in ensuring the Council's duties under health and safety and employment laws are met.

The successful applicant will assist the Clerk in the day to day use of the Council's accounting package and deal with queries coming into the Council office from residents, District and County Councils, contractors and take appropriate action.

Ideally candidates will hold or will work towards a minimum of a CILCA qualification and have a sound understanding of local authority organisation and management.

Whilst the Council is seeking a Deputy Clerk, the successful candidate may initially be appointed as Assistant Clerk and be promoted to Deputy Clerk following appropriate training/experience. This is therefore a superb opportunity for someone looking for a career in local government in the tier closest to the community, coming either from a smaller council, or entering local government for the first time.

For more information, job description and application form visit www.billingshurst.gov.uk

Interviews will be held late December 2024 or early January 2025.

About Billingshurst

Billingshurst is one of the largest settlements in the Horsham District with a population of approximately 10,000. The parish itself also contains the villages and hamlets of Five Oaks, Adversane and Coneyhurst.

The village has seen significant growth in recent years and is likely to see further mass house-building. The Council is keen that further development also delivers commensurate infrastructure and facilities which it believes previous schemes have failed to do.

The Council has 15 Councillors.

The Office Team comprises the Clerk, Deputy/Assistant, Office Manager and Administrative Assistant.

Three Environmental Operatives (EOs) help keep the Council's estate and wider village neat and tidy.

The Council is sole-managing trustee of the Billingshurst Centre, a registered charity, which employs 3 permanent members of staff plus a number of weekend and evening part time staff.

Council and Committee meetings are held on Wednesday evenings, with the exception of the Planning and Environment Committee which meets on the first Tuesday of each month.