



Clerk & Executive Officer

LC2 24 – 28 (£28,672 - £32,234) Pro rata, 28 – 37 hours per week and Local Government Pension Scheme

An exciting opportunity has arisen to join Headley Parish Council as the Clerk & Executive Officer.

Headley Parish Council (in NE Hampshire and on the border with Surrey) is comprised of 12 Councillors and has an electorate of 4,500. Its annual precept is £152,000. As the Proper Officer of the Council you will advise the Council on whether its decisions are lawful and recommend ways in which decisions can be implemented.

As an experienced Clerk you will advise the Council on and assist in the formation and review of policies to be followed in respect of the Authority's activities and provide relevant information to enable the Parish Council to make effective decisions.

The person appointed will be accountable to the Council for the management of all its resources, land, contracts and other community assets and will be required to report to them as and when required.

Managing a small team of part-time officers, you will be normally office-based at the Parish Office located at Headley Village Hall.

Ideally you will be CiLCA qualified or willing to work towards the qualification and with experience in the sector.

For further information and an application pack please email Melanie Wathen, Clerk & Executive Office clerk@headleypc.co.uk

Closing date for applications Sunday 20 March 2022.

Interviews will be held w/c 28 March 2022.