



### Vacancy for an Assistant Clerk.

Waverley Community Council is an active Council that seeks a motivated, enthusiastic person to take on the post of Assistant Clerk. The post is part-time, initially 3 hours per week and the salary starts at £12.28 per hour, dependent upon qualifications and experience.

Duties include providing support to the Clerk and members of the Community Council. It will include primarily undertaking administrative duties as directed by the Clerk.

The successful applicant will have good communication, administrative and literacy skills as well as a good IT skill set, as they will be interacting with the public, Councillors, and other organisations in both verbal and written formats. The Assistant Clerk needs to be organised, flexible and able to show initiative. The role will be mainly working from home though attendance at meetings and joining in community events will be required from time to time. Prior relevant experience is an advantage, but training in all aspects of local government administration, will be provided.

The job description and application form are available on the website, [waverley-cc.gov.uk](http://waverley-cc.gov.uk), or by request via email ([clerk@waverley-cc.gov.uk](mailto:clerk@waverley-cc.gov.uk)). Applications are invited by completing the application form including your reasons for applying for the position and what you could offer the Council.

These should be sent to the Clerk, Rachel Graham, at [clerk@waverley-cc.gov.uk](mailto:clerk@waverley-cc.gov.uk). Prospective candidates are welcome to discuss the post or seek additional information by emailing the Clerk and requesting a call back. CV's will not be accepted.

The closing date for receipt of applications is **5pm Monday 13 March 2023**. Interviews will be held shortly after the closing date