

## **Toller Porcorum Parish Council**

### **VACANCY FOR Parish Clerk**

**Part-time position working minimum 3 hours per week**

**Salary scale LCNI 7 - 12 £20,092 – £22,183 pro – rata**

Toller Porcorum is a village of approximately 160 households, in the heart of West Dorset, just over 10 miles north-west of Dorchester, and 8 miles north-east of Bridport. It is roughly 120 metres above sea level, nestling in the valley of the River Hooke. Toller Porcorum is also situated within the West Dorset Area of Outstanding Natural Beauty (AONB), the South Wessex Downs Environmentally Sensitive Area (ESA) and the South Wessex Downs Natural Area. Land use is almost entirely agricultural, including a few organic farms.

The Council has 7 serving Councillors. The council meetings not less than 7 times a year in the evening.

Annual Precept: £5,920.

Toller Porcorum is a 'can do community' and your role will be to engage with the local community supporting the Chairman, Vice Chairman and Councillors to ensure the Council is at the heart of all that is good and thriving within the Parish.

The parish council is seeking to appoint a forward thinking and proactive Parish Clerk to support the work of the council, and to work closely and actively with the Chairman and Vice Chairman to develop services.

The key duties and responsibilities are detailed in the **job description and person specification**.

Applicants must be able to demonstrate that they have relevant experience and a track record of achievement, innovation and commitment to public service or are able to learn quickly. They must also be motivated and community focused and possess sound communication and organisational skills.

A Certificate in Local Council Administration is desirable but not essential, but a willingness to work to achieve this is essential, as is knowledge of local government organisations and procedures.

For an informal discussion about the post contact Neil Farmer, Chairman of Council. Telephone 01300 321011 or email farmer85@outlook.com

You may submit your CV or make a written application but you must explain:

- Why you are interested in the position, what you can bring to the role and how you believe you can help the Council deliver its main priorities.
- What relevant skills and experience you have (refer to Job Description and Person Specification)

Please provide 2 references which will be taken up if the offer of an appointment is made.

Please return your application to either:

Via email marked Private & Confidential to [farmer85@outlook.com](mailto:farmer85@outlook.com) or by post in a sealed envelope marked Private & Confidential to Neil Farmer, Rowans, Kingcombe Road, Toller Porcorum, Dorchester, DT20DG

Toller Porcorum Parish Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

**Closing date for receipt of applications is 12 noon on Friday 15<sup>th</sup> January 2022**

**The provisional date for interviews is w/c 24th January 2022**