



Mrs S J Templeman
Clerk to the Council

The Parish Council Community Centre
Bell Lane, Ackworth
Pontefract, WF7 7JH

Tel: 01977 611583

E-mail: clerk@ackworthparishcouncil.gov.uk

We are looking to appoint a person to work with the Clerical staff at Ackworth Parish Council to provide support to both the Clerk and Administrator.

We carry out a wide range of public services and events, working with volunteers and outside organisations. We seek to raise the profile of the Parish Council at every opportunity to the benefit of the electorate. If you have the drive and vision to promote this then we would like to hear from you.

Working with the Clerk and Administrator your duties will include social media, website and newsletter. Supporting the Administrator in organising and attending Events as well as general administration duties as required including data inputting.

Highly motivated, enthusiastic and community focused, you will bring sound administrative, communication, organisational skills, website / social media skills, event operations. You will have a flexible, practical approach to work and the ability to meet deadlines is essential. A good standard of education is required for this post. Local Council experience would be advantageous but not essential.

We offer nationally based terms and conditions of employment which involves attendance at Parish Council events throughout the year, this may involve some evening and weekend working.

Email clerk@ackworthparishcouncil.gov.uk or Tel 01977 611583 for an information pack and application form or download the details from www.ackworthparishcouncil.gov.uk

Applications are invited by sending a hard copy application form to:
Mrs S Templeman, Clerk to Ackworth Parish Council, The Parish Council Community Centre, Bell Lane, Ackworth, Pontefract, West Yorkshire, WF7 7JH

Closing date for Applications is: 12 noon on Monday 18 March 2019
Interviews will take place on: Wednesday 27 March 2019