



OGMORE VALLEY COMMUNITY COUNCIL

V A C A N C Y

Clerk of the Council

Salary £15 per hour - 20 hours per week

We are not just looking for someone to carry out the administrative functions of the role of the Clerk but a person who will be able to help our community grow and develop.

Commitment to continual professional development and training is essential. Working towards obtaining the relevant qualifications for a Clerk.

Hours of work include servicing Council and Committee meeting plus approved overtime for training and learning.

Further information including job description/specification available from the current Temporary Clerk of the Council. Application to include a CV with a covering letter submitted by email to:

Mrs Anne Wilkes
Temporary Clerk of the Council
E: ogmorevalleycccl2018@gmail.com
T: 0790 460 4049

Closing date 25 March 2020