

# DENNE NEIGHBOURHOOD COUNCIL



## **VACANCY FOR NEIGHBOURHOOD COUNCIL CLERK**

Role: Neighbourhood Council Clerk

Council: Denne Neighbourhood Council, Horsham

Location: Primarily from home with monthly Council meetings in Horsham, West Sussex.

Length of Post: Ongoing

Full-time/Part-time: Part-time (approx 28 hours per month, which can vary with workload)

Start Date: As soon as possible

Salary (in the form of an honorarium): £280 per month

Details: Clerk required for administrative support to include correspondence via email, letter and telephone with associated groups; organising and minuting Council meetings, and monitoring and helping to update the DNC web-site. There will be training to facilitate this and lap top computer is provided.

Person Specification: We are looking for someone with good computer skills, an eye for detail, who has a good telephone manner and a polite, formal writing style as well as good communication skills.

Previous parish clerk experience would be an advantage.

Contact: To apply please send a CV and brief cover letter to:

Jane Apostolou, (chair, DNC), email: [jane.apostolou@denneneighbourhoodcouncil.org](mailto:jane.apostolou@denneneighbourhoodcouncil.org)

Telephone: 01403 255307