



Whitwick Parish Council
Community Office,
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Tel 01530 459527

**WHITWICK
PARISH COUNCIL**

www.whitwickpc.org.uk
Email: clerk@whitwickpc.org



Whitwick Parish Council
Open:
Wednesdays 1 – 4 pm
Thurs/Fridays 10 am – 1 pm

**Do you want a career in local government
and to make a difference in the community
of Whitwick? We have a new vacancy for a**

Deputy Parish Manager

Our new Deputy Parish Manager would join a small friendly team and want to:

- support the work of the Parish Manager in delivering all council services for the community, deputising when required;
- help resolve enquiries from parish councillors and public;
- assist in preparation for Council and Committee meetings, attending as required (usually on Thursdays);
- undergo formal training to extend knowledge of parish council legislation and regulations;
- liaise and work in partnership with other agencies, attending some meetings and events as appropriate;
- sharing information by regularly updating parish website and promoting social media;

Hours: Flexible working for 22.5 hours per week to include occasional evening meetings.

Salary, depending on experience, is NJC Spine point 25 -£15.37 (national pay award pending and parish council pension scheme)

For full job description and application pack, please see the News page of our website <https://whitwickpc.org.uk/news/> or contact the Community Office as detailed above.

Closing date for applications is 12 noon on Wednesday 10th November 2021. Interviews will be held on Monday 15th November.

Cathy Tibbles, Parish Manager