 COUNTESTHORPE PARISH COUNCIL

 Countesthorpe Village Hall

 Station Road

 Countesthorpe

 Leicester. LE8 5TB

 Telephone: 0116 277 9518

 Email: manager@countesthorpeparishcouncil.co.uk

 Web site: [www.countesthorpeparishcouncil.co.uk](http://www.countesthorpeparishcouncil.co.uk)

 VAT No: 688 1711 04

 Miss Joanne Leech, Parish Council Manager and Clerk of the Burial Board

**Assistant Parish Council Manager**

The position is for the post of Assistant Parish Council Manager. The duties are set out in the Job Description.

Countesthorpe Parish Council is an Equal Opportunity Employer.

This application pack includes the following:

* An application form (please feel free to add supplementary information on a separate piece of paper, if necessary)
* Job Specification
* Job Description.

The Council’s properties include:

* The Village Hall
* The Cemetery
* Countesthorpe Library
* Willoughby Road Playing Field: football pitch
* Dale Acre Recreation Ground: children’s play area
* The Spinney, Leicester Road
* Leysland Open Space (inc Broadfield Way): children’s play area
* Spoilbank, The Woodlands.

The Parish Council also maintains other areas in the village.

Details of the Parish Council services can be found at [www.countesthorpeparishcouncil.co.uk](http://www.countesthorpeparishcouncil.co.uk)

The start date for this position is as soon as possible.

Normal place of work:

The Parish Office which is located in The Village Hall, Station Road, Countesthorpe.

Working hours:

35 hours as follows:

Monday – Thurs 8am – 4pm (Inc 1 hour lunch break)

Friday 8am – 1pm

(plus 2 flexible hours per week for evening meetings). The Parish Council meeting is held on the second Thursday of every month.

Starting salary scale is NJC Points 21to 25 (currently £26,975 - £30,095).

The salary scale is based on 37 hours per week. The actual salary will be 35 hours pro-rata. paid by BACs on the 25th of each month.

Holiday entitlement:

22 days (plus the 8 normal statutory bank holidays) increasing to 25 days after 5 years’ continuous service.

Pension:

You are entitled to join the Local Government Pension Scheme.

Interview dates:

If you require any further information please contact Parish Council Manager, Miss Joanne Leech.