COUNTESTHORPE PARISH COUNCIL



Countesthorpe Village Hall

Station Road

Countesthorpe

Leicester. LE8 5TB

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VAT No: 688 1711 04

Mrs C Samuels, Parish Manager and Clerk of the Burial Board

**Parish Council Manager**

The position is for the post of Parish Council Manager. The Parish Council Manager is the Proper Officer of the Council, Clerk to the Burial Board and the Responsible Finance Officer. The Parish Council Manager is responsible for the day to day running of the Parish Council and the supervision of 12 members of staff and 5 casual staff. 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 Councils 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
* Centenary Paddock

The Parish Council also maintains other areas in the village.

The start date for this position is as soon as possible, as the current Parish Manager will be leaving on 31st May 2022

The normal place of work is in the Parish Office, which is located in The Village Hall, Station Road, Countesthorpe.

Working hours: 35 hours, which includes 2 flexible hours per week for evening meetings, is as follows:

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

Friday 8am – 1pm

The Parish Council meeting is held on the second Thursday of every month.

Starting salary scale is Local Government SCP LC2 points from 29 to 32 (£33,486 - £36,371). 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.

If you require any further information please contact Parish Council Manager, Mrs Christine Samuels