



## **Recruitment of Parish Clerk & RFO**

**Salary Scale: LC3 Above Substantive – SCP 42 – 45 p/a (currently £45,859 - £49,213 inclusive)  
(depending on experience and qualifications)**

**Plus – Local Government Pension Scheme, Relocation Package and Free Parking.**

Fawley Parish Council is seeking to appoint an innovative, forward thinking, and proactive Parish Clerk & RFO to lead the Council in achieving its targets and aspirations. The Parish Clerk & RFO will have the responsibility for ensuring that the instructions of the Council are carried out and will work actively with elected members to help develop existing services.

Based in Fawley with a population of around 15,000, a precept of £632,500 for 2021/22 and an annual turnover of just over £1m, it is a coastal parish with exceptional facilities including: a sports centre, sports pavilion, village hall, fishing lakes, moorings, allotments, a heritage site, and numerous play areas. In addition, there are several projects to complete and commence.

The Parish Clerk & RFO will be expected to lead on implementing the Corporate Plan and its impact on operations and staffing, as well as being responsible for ensuring the Council is up to date with policies and complies with all legal requirements associated with a Council within the sector.

Applicants must be able to demonstrate that they have relevant experience – a track record of service achievement and innovation, commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills.

Candidates should have a sound knowledge of local government law and procedures. A Certificate in Local Council Administration (CiLCA) qualification is desirable, or a willingness to attain it within a reasonable timeframe.

Attendance at evening meetings and weekend events will be required, for which time off in lieu will be granted. Fawley Parish Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

A relocation package will be negotiated for the right candidate.

*This process is being managed by a third party acting for the Parish Council. For an informal discussion and to access the Recruitment Pack and an application form then please call Mr Reg Williams on 07494 760535.*

Please note that all arrangements are subject to change due to Covid compliance guidelines.

- **The closing date for the receipt of applications is 12 Noon on Wednesday 29<sup>th</sup> September 2021.**
- **Formal interviews will take place at the Council offices on Monday 18<sup>th</sup> October 2021.**
- **It is hoped that the new Parish Clerk & RFO will commence their role around Tuesday 4<sup>th</sup> January 2022.**