



# Pangbourne Parish Council

Parish Office, Pangbourne Village Hall, Station Road,  
Pangbourne, Berks RG8 7AN Telephone: 0118 984 1118  
Email: [Clerk@Pangbourne-pc.gov.uk](mailto:Clerk@Pangbourne-pc.gov.uk)  
Website : [www.Pangbourne-pc.gov.uk](http://www.Pangbourne-pc.gov.uk)

**An opportunity has arisen for a part time Assistant Clerk.  
Pangbourne Parish Council is looking to recruit a highly motivated,  
enthusiastic and community focussed person to join the team .**

## Assistant Clerk to the Council

**20 hrs per week including some evening work  
Salary LC1 SCP17 subject to experience  
Holiday in line with NJC  
Local Government Pension Scheme**

This is a very busy, interesting and varied role where no two days are the same. Duties include:

- Liaising with the Public, Councillors, District Council Officers, Contractors, Local Organisations
- Agendas, Minutes, Policies, Reports, Statutory & Legal Compliance, Delegated Functions
- Managing Infrastructure and Assets,
- Managing Planning Application Consultation Responses
- Managing Capital Expenditure Projects
- Dealing with Correspondence, Website and Social Media
- Willingness to undertake training in all aspects of Local Authority Administration
- The successful applicant will have strong computer skills and be able to demonstrate excellent administrative and communication skills and well as being able to plan and manage their workload to meet deadlines. They will need to be proactive and motivated and able to demonstrate an ability to work constructively, independently and accurately with a wide variety of stakeholders.

Full details on the website

[www.pangbourne-pc.gov.uk](http://www.pangbourne-pc.gov.uk)

***Closing date Fri 6<sup>th</sup> August 2021***

***For more information or to discuss this role informally, please contact the  
Clerk on [Clerk@pangbourne-pc.gov.uk](mailto:Clerk@pangbourne-pc.gov.uk) or call 0118 9841118***

*The successful applicant will join the existing team of Parish Clerk, Asst Clerk and  
Open Spaces Warden already in place*