

BURSTWICK PARISH COUNCIL

Invites applications for the position of

Village Hall Clerk

This is a part-time post of 5 hours per week, and the successful applicant will be required to work from home in a suitable office.

Duties will include:

- the administration of the village hall committee
- taking bookings and dealing with enquiries
- opening the hall for hirers (on a rota)
- manage village hall finances and banking
- applying for grant funding for projects
- organising regular maintenance, servicing and repair work

Salary NJC scale point 18 £9.81 per hour and £10 per month office allowance.

The post is subject to a six- month probationary period.

For an application form and supporting information please contact:

Mrs Rose Blackburn
Parish Clerk
Southfields
Southfield Lane
Burton Pidsea
HU12 9AA
01964 670887
Email: burstwickpc@gmail.com

Completed application forms should be returned no later than **Monday 21st January 2019.**