

**BREWOD AND COVEN PARISH COUNCIL  
with Bishops Wood and Coven Heath**

**VACANCY FOR CLERK TO THE COUNCIL  
Salary Scale £24,920-£36,371 pro rata  
SCP 17-32**

**Progression beyond SCP 24 is dependent upon completion of CiLCA  
25 hours per week**

The Parish of Brewood and Coven is the largest in area in the District of South Staffordshire, covering some 12,500 acres. The parish has a population of around 8,000 and comprises four distinctly separate villages and many small hamlets. The Council is currently a Quality Council and consists of fifteen members.

Applications are invited for the post of Clerk to the Council. This part time post is mainly office based and will be for 25 hours per week. The twice monthly Council meetings take place in the evening for which additional hours will be paid. Core hours are 9.30 to 12.30 Monday to Friday when the parish office is open to the public.

The post-holder will be the Council's Legal and Responsible Financial Officer and should have experience of managing a budget, accounts, PAYE, minute-taking and correspondence. The successful applicant will be computer literate, preferably with previous local government experience and will be expected to have, or be willing to work towards, completion of the Certificate in Local Council Administration (CILCA) or the Certificate of Higher Education in Local Policy to enable the Council to maintain its Quality status. First class communication, initiative, and interpersonal skills are required.

Part of the role will be the management of the Council's workforce which currently consists of eight posts.

The conditions of employment and remuneration will be based on the National Association of Local Council's recommendations and include access to the Local Government Pension Scheme.

A job description, person specification and further details can be obtained by telephoning the Parish Council on 01902 850809 or by email: [clerk@brewoodandcoven-pc.gov.uk](mailto:clerk@brewoodandcoven-pc.gov.uk)  
Applications should be returned to the Clerk to the Council by email using the email address above or in writing to the Council Offices sealed and marked for the attention of the Clerk.  
The closing date for applications is **Noon 14<sup>th</sup> July 2022.**