



Horden Parish Council

Recruitment to the post of Clerk to the Parish Council

Salary Grade - LC3 (Substantive)

Salary Range - £24,860 to £27,281 per annum (22.5 hrs per week)

Spinal Column Range – 37 to 41

Working Arrangements – 3 days x 22.5 hours per week

Membership of the Local Government Pension Scheme available

Occupational Sick Pay arrangements are covered by the National Agreement for Local Government Services

The village of Horden is situated on the East Durham Coast, it is a former mining community with a population of approximately 8,000. Regionally it is classed as a Larger Local Council.

The village is easily reached by car from the A19. There is a regular bus service and a recently opened train station but with a limited service.

The Council is seeking to recruit an experienced Town or Parish Clerk, however anyone with significant experience in the local government environment and is ready to progress to the next stage in their career will be considered.

The successful candidate is likely to be a highly proficient organiser, have strong people management skills, a demonstrable record of achievement and the ability to work in a constructive and collaborative manner with councillors.

An application pack can be requested by phoning Kayleigh Bird on 01915180823 or emailing admin@horden-pc.gov.uk.

The deadline for applications is 8th August with first stage interviews involving the Personnel Committee expected to be held week commencing 23rd August. Those progressing to the second stage (final stage) will be required to give a presentation to Full Council week commencing 30th August.

It is hoped that the successful applicant will be able to commence employment by the beginning of December preferably earlier if possible.

Should anyone wish to have an informal discussion please contact Kevin Wilkinson (Monday, Wednesday or Friday) on the phone number given above.