

**Mitford Parish Council**

**Vacancy for a Parish Clerk**

**June 2022**

**Mitford Parish Council are seeking a new clerk as the current clerk, Mr Stephen Rickitt, will retire after this summer, 2022.**

The Parish Council concentrates on improving the environment of the parish, taking a keen interest in planning applications and holding the County Council’s Highways Dept. to account.

The Council has one allotment which is let to a tenant; there are no cemeteries or halls run by the Council.

The Council meets monthly in the Village Hall, Mitford. Between meetings, practically all business is conducted electronically.

The successful candidate will have good administrative, IT and communication skills. Although experience of local government would be helpful, it is not essential. Training, advice and support is available through the Northumberland Association of Local Councils (NALC).

The Council pays a spot annual salary of around £2000 - £2250, depending on experience. This is not formally linked to any national scales, but is reviewed from time to time. The Council also meets the Clerk’s admin expenses.

For more information on any of the activities of the Council, please see the Council’s website at [www.mitfordparishcouncil.gov.uk](http://www.mitfordparishcouncil.gov.uk) or contact Stephen directly on 0785 657 7181.

Applications should be made by email indicating the qualities / experience a candidate can bring to the Parish Council, with an accompanying CV, to mitfordpc@gmail.com no later than **5.00 pm Friday 1 July 2022.**

Although the post is not shared with other parish councils, historically interviews have been conducted jointly with nearby Meldon and Whalton Parish Councils.

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