



**Millbrook
Parish Council**

VACANCY FOR A PART-TIME PARISH COUNCIL SUPPORT OFFICER

(15 hours per week) – NJC Spinal point 7-12
(£20,092 - £22,183) (£10.44 - £11.53 per hour)

Temporary – fixed term for one year
(Interviews scheduled for mid-February)

Millbrook has over 1000 households and is reported to be the largest village in Cornwall. The Council is responsible for the recreation park (lakeside, tennis courts, skatepark and tractor park), Millbrook Tanyard, the public toilets, three car parks and the new section of the cemetery.

Millbrook Parish Council is seeking to recruit an organised and highly motivated part-time Support Officer. The role will involve providing financial, clerical and secretarial support in relation the Council's services and activities.

We are looking for applicants who have good communication, administrative and literacy skills, as well as a good IT skill set. Ideally, candidates should have experience working in the local government sector or a background in areas which require attention to detail, accuracy, good communication skills, sensitivity, professionalism, and integrity. Equally important is a passionate interest in the community and a dedication to delivering services of the highest quality to residents, businesses, and visitors.

This post is initially a temporary position for one year, but may be extended. Training will be tailored to meet the needs of both the Council and the successful candidate.

Location of work: The Council Office, Millbrook Village Hall.

Hours: 15 per week. Specific hours of work will be agreed with the successful candidate, but in the absence of the Parish Clerk, cover will be required which may include the attendance of meetings.

If you are interested in working for the Parish Council, please download a job specification and application form from the Parish Council's website or contact Karenza Heald, the Parish Clerk / RFO (CV's will not be accepted).

Tel 01752 823128

Email theclerk@millbrook-pc.gov.uk

Website: www.millbrook-pc.gov.uk