

## Hinderwell Parish Council

13<sup>th</sup> January 2025

Dear colleague,

Thank you for your interest in the role of Clerk to our Parish Council. The area for which we are responsible comprises Hinderwell, Port Mulgrave, Runswick Bay, Staithes, and part of Dalehouse. You may not be aware of the remit of Parish Councils; as PC members, we give our time freely to support our village communities. Recent projects include: a much improved play park for the children in Hinderwell, upgrading benches, improving bus shelters and securing the funding to resurface the path between Hinderwell and Staithes. We organise village events and support local community groups. We also have an important role in advising the National Park with regard to planning applications, as well as seeking to improve our area.

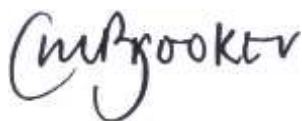
This is a great opportunity for somebody interested in working flexibly and on a part-time basis, 16 hours weekly. While PC meetings take place on a monthly basis, as well as termly committee meetings, in the evening in the "Old School Village Hub", we will provide the necessary resources to enable the Clerk to work from home on the administrative aspects of the job.

The current post holder is retiring after 12 years' unstinting commitment and has offered her support for our new clerk in terms of hand-over and induction. The job description is detailed, and might seem daunting! However, be assured, we do not expect you to be able to "hit the ground running" and will ensure you have the support and training opportunities to enable you to grow into the role and make it your own. Our parish councillors have a range of professional experience and skills and will provide help for our new clerk to learn on the job!

Please complete the application form included in this pack, and make sure you complete the final section and outline how your skills, experience and qualities equip you to take on this important role. This should be sent in a sealed envelope to our chairman: Ian Walker, 104 High Street, Hinderwell, North Yorkshire TS13 5ES or by email to [ian778179@gmail.com](mailto:ian778179@gmail.com). The closing date is 26<sup>th</sup> January.

We look forward to reading your application. Interviews are likely to take place during week beginning 3<sup>rd</sup> February and we hope that the successful candidate will be in post as soon as possible thereafter.

Kind regards,



Catherine Brooker

Chair: PC Finance and Staffing Committee