



BRAMSHOTT & LIPHOOK PARISH COUNCIL

DEPUTY PARISH CLERK

We are looking for someone with good people skills to join our small team at the busy Parish Office. If you are a well organised, sound administrator with good IT skills, who would like to make a career in local government and make a difference in the local community, we would like to hear from you.

Duties include dealing with enquiries and correspondence concerning local facilities and services, particularly highways, byways and transport issues; managing allotments, sourcing supplies and clerking some evening committee meetings.

Hours of work – 9 a.m. to 4 p.m. Monday to Friday
Starting Salary - £16,000 p.a.

For further information and an application form, please contact the Parish Office – The Haskell Centre, Midhurst Road, Liphook, Hampshire, GU30 7TN.

Tel: 01428 722988
e-mail: blpc1@tiscali.co.uk

Closing date for applications - 31st January 2010.