



## HOLY ISLAND PARISH COUNCIL

Windsor Cottage, 3 Lewin's Lane, Holy Island, Berwick-upon-Tweed, Northumberland TD15 2SB  
Clerk: John A Bevan Tel: (01289) 389359 Email: [holyipc@btinternet.com](mailto:holyipc@btinternet.com)

### CLERK TO THE PARISH COUNCIL

**Holy Island Parish Council is looking to appoint a new Clerk, as John Bevan steps down after many years of service.**

Holy Island Parish Council has five Councillors and is actively involved on matters aimed at maintaining and improving the infrastructure, wellbeing and character of our unique village, such as the creation of our Neighbourhood Plan.

The Clerk is a paid employee of the Council, working between 15 and 20 hours per month. They act as a key contact point and representative of the Council, and have specific responsibilities including: ensuring the appropriate governance is in place and that the Council runs effectively, arranging and supporting Council meetings, monitoring and reporting on the Council's accounts including arranging the payment of approved invoices and advising and supporting Councillors in their ongoing duties.

We are seeking someone who can work proactively for the benefit of our Parish and its residents. We have a small Council, so the Clerk and Councillors work closely together.

Applicants should have excellent communication and organisational skills, be approachable and supportive, and also have some financial or bookkeeping knowledge. Experience of the workings of local government would be an advantage, but is not essential. Mentoring and support will be given throughout your first year as Clerk.

If you are interested, please visit the Parish Council website (<https://www.hipc.website>) to read the Job Description, (including details of pay) and to learn how to apply, or speak directly with any of the Councillors or John Bevan.