



Jane Austin

Executive Officer - Moulton Parish Council

Moulton Parish Council
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Administrator

Moulton Parish Council

Working Hours: 20 hours per week (Monday – Friday, 9.00am – 1.00pm)

Salary: LC1 SCP 18 (£18,870) pro rata

Based at Moulton Community Centre

Moulton Parish Council is one of the largest and busiest parish councils in Daventry District. Planning permissions have been granted for 5,200 homes to be built in Moulton and Overstone over the next ten to fifteen years.

As well as managing Overstone parish, we handle the demands of our ever-growing population. In addition to this workload, Moulton Parish Council operate out of a recently built £2.5m Community Centre. The Centre houses a new library, playgroup and café as well as several rooms for hire and the Parish Office. Moulton Community Centre is the first of two buildings to be built on the site of our new Community Hub at Sandy Hill. A 10 GP Health and Wellbeing Centre is planned to follow.

Applications are invited for the post of Administrator, who will play a key role in the day to day running of the parishes.

The successful candidate will need to demonstrate excellent organisational and communication skills as well as an ability to work efficiently and accurately.

For further details or to request an Application Pack, please contact Jane Austin, Executive Officer, Moulton Parish Council by email on:

clerk@moultonparishcouncil.org.uk or telephone 01604 642202

Closing Date: 16th November 2018