



# GNOSALL PARISH COUNCIL

(INCLUDING THE WARDS OF MORETON AND KNIGHTLEY)

Clerk of the Council:  
Miss J Cooper  
The Grosvenor Centre, High Street,  
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## VACANCY

Gnosall Parish Council is seeking to appoint a Council Support Officer.

The post holder would work for 15 hours per week, in the Parish Office in Gnosall, assisting the Parish Clerk with varied administrative duties and managing Grosvenor Centre bookings. The ideal applicant will need to have good computer skills, demonstrate administrative and financial skills and be a good communicator. The ability to take minutes of meetings would be an advantage.

An interest in local council matters and a desire to improve the services of the Council in the local community are essential.

For further information and an application form, please telephone the Clerk, Miss Jayne Cooper on 01785 822685 or email [Clerk@gnosallparishcouncil.org.uk](mailto:Clerk@gnosallparishcouncil.org.uk) or send message via the Council's Facebook page.

Closing dates for application is **14<sup>th</sup> November 2019**