



## **JOB / VACANCY**

### **Clerk to the Chamber**

Due to the expansion of our current Chamber Clerk's (Robert Toft) workload in his various roles within the Much Wenlock community (*we are sorry to lose you Robert!*) we are seeking to appoint a casual Chamber Clerk.

This role would ideally suit a retired person, but we would be pleased to consider anyone who is interested in such a role. This role would suit someone who would like to be involved in their local community, and top-up their pocket money!

We are looking for a person who is able to undertake the varied administration work of the Chamber (the financial aspect is not included!). Workload is on an "as needed" basis, so is not consistent across the weeks. Some work is directed, but the majority is self-generated.

Hours of work are determined by the workload, and rate of pay is negotiable subject to relevant experience. However, you can expect to work in the region of 3 to 6 hours per week.

For further information, please collect a Job Specification from either Penny Farthing (728 165) or Wenlock Hardware (727 305). Ask for Juliet or Sharon respectively if you would like an informal chat about the role. You can also speak with Robert (our current Clerk) on 727 324. The Job Description is also available on our website –

[www.muchwenlockguide.info/chamber](http://www.muchwenlockguide.info/chamber)

Applications, in writing, detailing why you are interested in the role, and how you could successfully deliver the service, to the address below by: **noon on Friday, 28<sup>th</sup> August.**

We look forward to meeting you!

The Chamber has been set up to "*improve and promote all types of business in Much Wenlock and the surrounding area, and enhance their profitability; and to create and foster the spirit of goodwill, friendship and unity among the business people of the area.*" (excerpt from 2009 Constitution).

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