

Theydon Bois Parish Council

VACANCY

Planning Clerk

A vacancy has arisen at Theydon Bois Parish Council for a Planning Clerk to support the Parish Council's Planning Committee.

This position would ideally suit a local resident with a keen interest in Planning Processes and Policy. Our Planning Committee meet every two weeks (currently via Zoom conferencing) and consider all planning applications submitted within the Parish. The role would involve preparing for the meetings, which involves some research on planning applications, and the creation and distribution of Agendas, and Minutes, together with the submission of Planning Returns to Epping Forest District Council. The role would also involve contact with members of the public and general administrative tasks.

Presently, the job is based at home, and the number of hours would be approximately 12 per week (ideally hours would be allocated over 3-4 days, to include Fridays and every other Monday, plus one day mid-week). The Committee meetings are every two weeks on a Thursday evening and the Planning Clerk will be expected to attend each meeting.

APPLICATIONS, TO INCLUDE A CV, SHOULD BE MARKED 'PRIVATE AND CONFIDENTIAL' AND ADDRESSED TO THE CHAIR OF THE PARISH COUNCIL (& CHAIRMAN OF THE PLANNING COMMITTEE), CLLR PETER GOOCH, PARISH OFFICE, THE VILLAGE HALL, COPPICE ROW, THEYDON BOIS, CM16 7ER or by email to: p.gooch2@ntlworld.com

Closing date for applications: Monday 21st December 2020

Role to start in early 2021