

COLINTRAIVE & GLENDARUEL COMMUNITY COUNCIL

SECRETARY

Freelance Contract for the position of
Secretary of the Community Council

£20 per hour / 50-70 hours per annum estimated.

The Community Council is seeking a secretary to work freelance on a flexible contract with between 50 and 70 hours per annum. With attention to detail, an understanding of local government and voluntary sector and a passion for our community the successful candidate will help the CC in its efforts to improve the life-chances of all its residents.

Duties will include: minute-taking at CC meetings, posting notices, agendas and minutes online and physically as well as liaising with Argyll & Bute Council, receiving and responding to correspondence and the update of important policy, governance and public-facing documents.

The Community Council regards its duties as both a privilege and a serious responsibility and has therefore determined to employ a secretary to help execute those duties.

Please send CV and Covering email by Friday, 28th February 2025 to
Charles.dixonspain@gmail.com

All applications will be treated confidentially
with interviews held in early March 2025