

WEST LOOE TOWN TRUST

The West Looe Town Trust is seeking applications for the post of

Clerk to the Trustees

To start in early 2021

This part-time position requires good communication, organisational and IT skills as well as an ability to maintain accounts, operate the Trust office (8 hours per week), and interact with professional advisors, contractors and the general public. A commitment of approximately 750 hours per annum is required together with some flexibility outside of office hours (e.g. Trustees' monthly evening meetings). There is parking available during office hours.

Salary: From £12,000 per annum depending upon skills and experience.

Please apply in writing including your CV [<1 side of A4] to: The Chairman, West Looe Town Trust, West Looe Square, West Looe, Cornwall, PL13 2EU email: wltt2@btconnect.com

The closing date for applications is 31st December 2020

Registered Charity No.228167