



Frequently Asked Questions

APPOINTMENT OF SPECIAL PROJECTS OFFICER

Introduction

Thank you for responding to the Council's recent advertisement for this post.

We hope that you find this frequently asked questions paper together with the job description and person specification enclosed of assistance when deciding to apply.

This document will not form part of any subsequent contract of employment.

If you have any queries regarding this information pack, the recruitment and selection process or would like an informal discussion on the role, please call Steve Stuart on 07999 777 345 or email steve.stuart@wopc.org.uk

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview, please get in touch.

SPECIAL PROJECTS OFFICER

Why are you recruiting to this role?

Water Orton Parish Council has an ambitious programme of activities which it wishes to complete prior to next spring. To ensure that there is enough capacity to complete this schedule the Parish Council is seeking to appoint a suitably driven and professional individual to complete against this programme.

Why is the role only until June 2027?

Parish Council elections are due to take place in May 2027. It is hoped that the programme of works will be completed to enable any new council to be working to a completely clean and new agenda with no outstanding major pieces of work.

The new council may wish to extend the programme of works and the position of Special Projects Officer with it, however this cannot be guaranteed. It is hoped however that the delivery programme will be successful and seek to be carried forward into the future.

What kind of skills and attributes are required?

The range of skills and attributes are listed within the person specification. However for the individual to be successful in the role they will need to have drive, determination and the ability to work under their own initiative and be disciplined and organised to plan and deliver effectively.

The advert lists flexible hours – what does this mean exactly?

The role is for 16 hours per week. Whilst there will be a need to ensure that all tasks are completed effectively and that there is a need to ensure that there is clear reporting and supervisory oversight is undertaken, the exact hours of work will be largely determined by the successful candidate.

I have been out of the job market for a while...is this an issue?

No. We welcome applications from everyone who may be able to fulfil the function. This is an exciting opportunity and its understandable that it may attract attention from all kinds of people. A selection will be made against the employee specification.

Any hints for filling out the application form?

Please ensure that you detail all the skills, knowledge and experience that you have that will allow you to fulfil the essential aspects of the Employee Specification. Don't presume that we know what you have done.

About Water Orton Parish Council

Water Orton Parish Council have nine seats which are held by democratically elected members. The members of the Parish Council do not receive any payment for their duties.

The Parish Council hold meetings on the last Thursday of each month, excluding August and December.

The Council have a Governance Committee and several sub-committees.

The Council employ a Clerk for 18 hours per week, two village caretakers for 15 hours each per week and a cleaner for 5.5 hours per week.

The Council own and manage the Playing Field Pavilion on Openfield Croft. We also manage the playing field (including the lease agreements for the Tennis Club & Bowls Club), the Green, the site of the war memorial on Watton Lane and three allotments on St Blaise Avenue.

We also maintain the bus shelters in the village and some other street furniture.

A wealth of further information is available on the Water Orton Parish Council website: www.wopc.org.uk including previous agendas and minutes, financial information and council policies and plans.

Application and selection process

Recruitment Schedule

The proposed recruitment timetable is as follows: -

Advert insertion:	25th August 2026
Advert closing date:	24th September (by noon)
Short listing:	24th September 2026
Selection Panel interviews:	w/c 28th September 2026

You will be advised of any material change to this timetable as appropriate.

Application Procedure

You should complete the enclosed Application Form in full and not disregard any section. CV s are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process.

Please note you will be required to show documentary proof of any qualifications you may claim to hold if you are offered an appointment.

When completed your application form should be sent to: clerk@wopc.org.uk

or to: **Water Orton Parish Council, 26, Dovedale Court, Orton Close, Water Orton, B46 1SY**

Please title the email or the envelope **“Confidential - Application for the post of Clerk/RFO”**

Selection Process

It is expected that interviews for short listed candidates will be held by the Council’s Staffing Sub-Committee **during the week commencing 28th September** at a suitable location in Water Orton (to be confirmed)

The interview will be structured to assess your competence and suitability for the post and may therefore include tests of relevant capabilities which will be explained to you if invited to attend for interview.

Please note the above date and confirm your availability to attend for interview on that date if short listed when completing your application form. It is expected that you will be advised **on Friday 25th September** if selected for interview.

References

If you are shortlisted references will may be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission so to do. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment.

Proof of Eligibility to Reside and Work in UK

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

DBS Check

The Council may require a criminal record check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

Equality Positive Action (where applicable)

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:-

- the candidate has a protected characteristic that is under-represented in the workforce;
- people with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is underrepresented or disadvantaged.

Further Information

We hope that the information contained in this Supporting Information is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Information Pack or any aspect of the appointment or the recruitment process, please do not hesitate to get in touch.

This Supporting Information has been prepared on behalf of Water Orton Parish Council but does not form part of any future contract of employment.