

Albrighton Parish Council



Recruitment Timeline and Selection Process

Post	:	Village Warden
Remuneration	:	£10.50 per hour (National Living Wage)
Hours of Employment	:	5 hours per week – Winter Hours October to March 10 hours per week - Summer Hours April to September including some flexible working to include evenings and weekends

Timeline.

Timeline:	Information:
Advertising the Vacancy	From: Monday 23 rd May 2022
Closing Date	12.00noon on Monday 6 th June 2022
Shortlisting	Tuesday 7 th June 2022
Interview Dates & Times	Thursday 9 th June 2022
Selection of Preferred Candidate	Thursday 9 th June 2022
Verbal Offer to Preferred Candidate	Thursday 9 th June 2022 by 5.00pm
Formal approval at Full Council	Thursday 9 th June 2022
Formal Offer following Full Council	Monday 13 th June 2022
Agree Start Date	Monday 13 th June 2022
Start Date	To Be Confirmed

Interviews will take place on Thursday 9th June 2022 at the Parish Office and Library Building, Station Road, Albrighton, Nr Wolverhampton. WV7 3QH.

Process Information:	Duration:
Interview - Formal Questions	45 Minutes

The selection panel will consist of 2 x Councillors from the Personnel Committee, with the Clerk. The selection panel will make a verbal offer to the preferred candidate, however, the recruitment to the post will need to be formally agreed and signed off by Full Council.