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Knowledge bank- recruitment

Job vacancies may be advertised for free through [our website](#) with a summary provided in our weekly newsletter as below. Your council is responsible for the content of your advertisement which should include as a minimum the following:

- Name of council.
- Job advertised and duties.
- Expected hours per week or month including regular evening meeting schedule.
- Salary range.
- Contact details for further information and for making applications.
- Closing date for applications.

We will advertise your vacancy until the given closing date. If you don't give us a date or are missing other significant information, LALC reserves the right not to publish until this has been given to us.

Please note that several current adverts with us refer to NALC's salary scheme. This is incorrect. Although NALC provides the information for us, the salary scheme is provided by the National Joint Council for Local Government Services (NJC). See above for more information about current pay negotiations.

Your council should not rely exclusively on us to advertise your vacancy but should also consider other methods of advertisement which may include local, regional and national publication. These include free and paid-for options which include but are not restricted to:

- Your own social media;
- Noticeboards;
- Magazines local to your neighbourhood;
- Local newspapers and websites;
- Recruitment websites;
- HM Government [Find a Job](#) service
- [Jobcentre Plus](#)
- [NALC](#) – Bronze, Silver and Gold packages.

As with recruitment in any organisation, your council needs to be clear-sighted as to what it wants to achieve and provide a comprehensive recruitment package to attract the right candidate for your role. The post of clerk to your town or parish is a professional appointment which needs to be planned for carefully with an appropriate timeframe and financial budget.