**Staffordshire Parish Councils’ Association**

Staffordshire Parish Councils Association is seeking someone to collate and generate content for the members area of the website.

The scope of the work is to generate a library of useful documents for local councils and then upload them onto our website for them to access. It is with the aim of making life easier for Clerks.

We hope to create a library of useful documents that councils need but struggle to (or can’t) find in the usual places. These documents will be a range of common and uncommon policies, useful documents and templates. These documents being sourced from councils’ websites, provided by other SPCA team members, other county association websites, drafted from scratch and provided by member councils.

If you wish to be considered for this role, please send me an email with the following details –

Your quote for the work (detailing the period of time you expect the work to take and expected rates).  
A simple timeline detailing how you will deliver the project.  
An example of a document you have drafted from scratch.  
A list of the types of documents you believe will be useful for local councils.

Please provide this by COP on Sunday 12th October. We will then proceed to interview potential applicants (either online or in person as required).

If you are interested please the required information to contact Robert Pritchard, County Officer for the Staffordshire Parish Councils’ Association, on 01785278640 or [robert.pritchard1@staffordshire.gov.uk](mailto:robert.pritchard1@staffordshire.gov.uk).