

Brimpsfield Parish Council – Parish Clerk (Proper Officer & Responsible Financial Officer)

Salary within Grade LC1, SCP Range 13-17 (£30,023 (£15.56/h) - £32,046 (£16.61/h) full time equivalent)

Part-time (5 hours per week)

Location – working from home

This is an exciting opportunity to join our Parish Council and to support it in our community work.

Do you have experience working in the local government sector? That would be ideal, but if not, look to your transferable skills and how these can benefit our Council. The successful applicant will have a proven record in administration and customer service, with good interpersonal skills to successfully work with external organisations, Councillors and our community. You will be required to attend one evening Council meeting every 2 months which is normally held on the third Tuesday as well as other meetings as needed.

The role offers paid support for continuous professional development, as well as a good holiday allowance.

Please email clerk@brimpsfieldparishcouncil.gov.uk for more information and an application form.

Closing date for applications: 5 pm on 3rd November 2026

Interviews are anticipated to take place between the 5th and the 13 November 2026