



Advert - Vacancy

Clerk to the Parish Council

SCP 33 – 37 £44,075 - £48,226

This is an exciting opportunity to become part of an active Parish Council in south-west Surrey playing a key role in the growth of its community.

The Council seeks an aspiring and proactive manager to lead the Council into the future. The successful candidate will share our commitment to community service, provide leadership to our excellent staff team and build a wide range of positive relationships with Councillors, staff and partner organisations across the public, private and voluntary sectors.

This is a real opportunity for an individual with a demonstrable track record of sound managerial, communication and organisational skills. This role will require strategic thinking, adaptability and readiness to evolve as the local government landscape develops. We seek a proactive individual who will prepare for emerging challenges and opportunities whilst safeguarding the Council's strong governance and financial stewardship.

Witley & Milford Parish Council provides a wide range of quality services including playgrounds, recreation and sports facilities, open spaces, allotments, a cemetery and churchyard.

You may be an experienced Clerk or Deputy Clerk holding the Certificate in Local Council Administration (CiLCA). Or, you may instead have a successful background in the private/voluntary sectors or elsewhere in local government and be prepared to qualify as a Clerk.

This is a full-time post- 37 hours per week to include regular evening and occasional weekend working; there is an expectation that the parish office will be staffed when it is open to the public but provided this expectation is met there is scope for flexible and/or hybrid working.

The closing date for applications is Monday 2 March 2026. Interviews will take place week commencing 9 March 2025.

For a recruitment pack, further information or an informal discussion, please contact the locum Clerk Louise Steele on 01483 422044 or email clerk@witley-pc.gov.uk