



Rustington Parish Council

Clerk of the Council

37 hours per week

(includes attendance at evening Meetings and occasional weekend events)

Salary within range £57,642- £64,926 (SCP 44-49)

(depending on experience and qualifications)

In advance of the retirement of the current Clerk of the Council in early 2027, Rustington Parish Council is seeking to appoint a new Clerk.

The Parish Council is a progressive, high-performing local authority serving a vibrant community of more than 14,000 residents. With an annual budget in excess of £900,000, the Council manages a significant portfolio of public assets, local services, community facilities and venues, recreation grounds/sports field, allotments and public toilets.

The Council is looking for a dynamic, forward-thinking and highly organised leader who can guide the organisation through an exciting period of strategic growth, development and change.

As Clerk of the Council, you will serve as the Council's Proper Officer and Statutory Head of the Paid Service, providing authoritative advice to the Council on matters of policy, governance, legislation and procedure. You will play a central role in ensuring that the Council operates effectively, transparently and in accordance with its statutory responsibilities.

Currently leading a team of 11 employees across administration, finance, community engagement, local planning (matters) and grounds maintenance, you will provide strong organisational leadership while ensuring that the highest standards of financial management, governance and service delivery are maintained.

The successful candidate will be an effective communicator and confident leader, capable of developing strong working relationships with Councillors, personnel,

residents, community organisations, principal authorities, local businesses and other key stakeholders.

This is an exciting opportunity for an experienced local government or parish/town Council professional who is ready to take on a senior leadership role within a progressive and ambitious organisation.

The successful candidate will demonstrate strong leadership, sound judgement, excellent organisational and communication skills, commercial awareness and a thorough understanding of local government governance and legislation. They will be able to work confidently with elected Members while providing clear, impartial and professional advice.

The ability to balance strategic thinking with practical delivery will be essential, as will a genuine commitment to providing high-quality services and achieving positive outcomes for the local community.

Rustington Parish Council is committed to appointing an outstanding individual who can build on the Council's achievements and provide strong, effective leadership as it moves into the next chapter of its development.

Details of the position, together with an Application Form, can be obtained from:

Emily Simpson at admin@wsalc.co.uk

Closing date for applications is 13 November 2026

Interviews will take place on 3 and 4 December 2026