

### **Job Advert: Clerk**

Witley & Milford Parish Council is dedicated to playing a key role in the future growth of the community and is seeking a forward-thinking Clerk to build on the success of what has been achieved over the last few years.

We are seeking somebody who shares our values of community service, to lead our dedicated staff team and to work actively with elected members. In return we offer a competitive salary and LGPS pension.

We invite applicants who have a demonstrable track record in leadership, are community focussed, and possess sound managerial, communication and organisational skills. This role will require strategic thinking, adaptability and readiness to evolve as the local government landscape develops. We are seeking somebody who will proactively prepare for emerging challenges and opportunities whilst safeguarding the Council's strong governance and financial stewardship.

The Clerk leads a small, professional team which manages a wide range of facilities including playgrounds, recreation and sports facilities, open spaces, allotments and a cemetery and churchyard.

The role is being advertised for 30-37 hours per week, alongside a newly created separate role for a part time Responsible Finance Officer (RFO). There is some flexibility around this; if the right candidate would prefer to take on the role as Clerk and RFO on a full time basis (37 hours per week), this could be considered. Requests for hybrid working will be considered.

The starting salary is SCP34 (£45,091 FTE).

The closing date for applications is 12pm on Friday 17<sup>th</sup> October 2025. Interviews will take place week commencing 20<sup>th</sup> October 2025.

For a recruitment pack, further information or an informal discussion, please contact Sarah Nash on 01483 422044 or email [clerk@witley-pc.gov.uk](mailto:clerk@witley-pc.gov.uk)