## Deputy Clerk Vacancy

**Salary scale** - Up to scp 22 (£33,699 pro rata) depending on experience and qualifications.

**Hours** - 25 hours per week, including evening meetings with hybrid home/office working to be agreed.

**Pension** - Contributory pension scheme available

West Wittering Parish Council is a progressive council seeking to appoint an enthusiastic, highly motivated, proactive and flexible individual for the role of Deputy Clerk. The successful candidate will undertake an interesting and demanding workload, working closely with the Clerk and Council to secure its aims and objectives as outlined in the West Wittering Neighbourhood Plan. A passion for working with communities is essential.

The successful candidate will support the Clerk in all aspects of the Clerk’s responsibilities, including those of the Proper Officer and RFO to the Council, ensuring the smooth running of the Council, and will deputise for the Clerk when required.

You will need to be community minded and demonstrate drive and determination along with good communication skills and strong IT skills. Administrative experience and strong financial and organisational management are also essential. Inter-personal skills are also required when interacting with Councillors and with a wide range of individuals from the local and wider communities and organisations. Knowledge and experience of local government would also be helpful.

The successful candidate will hold, or be willing to embark on, the Certificate in Local Council Administration and support is given with this process. There is potential scope to progress to the post of Clerk in the future.

This is more than just a job – it is an opportunity to lead with purpose and make a lasting contribution to West Wittering. Apply today and help shape the future of the village.

For further information and an application pack, including the job description, person specification & application form, please email.

**admin@wsalc.co.uk**

Please note that CVs will not be accepted, applicants must complete and return an application form to apply.

For an informal discussion about the role please contact the Clerk and RFO, Sue Hawker on 07493312378 or email:- [Clerk@westwitteringparishcouncil.gov.uk](mailto:Clerk@westwitteringparishcouncil.gov.uk).

**Closing date for all applications:** September 26th 2025

**Interviews to be held in West Wittering:** October 2025

West Wittering Parish Council is committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values difference, recognising that employees from a variety of backgrounds bring important and positive contributions to the Council and can improve the way we deliver services. If you require any reasonable adjustments throughout the recruitment and selection process, please let us know.