

## Gretton Parish Council – Clerk Vacancy

Applications are invited from experienced Clerks or those seeking to enter the sector. No prior local government experience is necessary as full training will be provided for the right candidate. We value professional standards, integrity, and the ability to navigate a complex role over specific sector qualifications.

You will be responsible for the management of the business and finances of the council. Duties will include attendance at evening council meetings, which are currently held on the second Monday of the month. You will be supported to obtain the Certificate in Local Council Administration (CiLCA) qualification. You must be very computer literate (particularly E-mail, Excel, and Word) and must have excellent communication skills. A friendly and positive outlook is essential.

**Salary scale LC2, SCP 18 – 23, £31,537 - £34,434\* pro rata (£16.35 - £17.85\* per hour)**

\*Pay award pending – 3.3% to be confirmed

Plus 5% employer's contribution to a workplace pension scheme

**18 hours per week, flexible, working from home**

Working with the chair and all other councillors you will join a team whose job is to represent the interests of the community. You will be a professional officer employed by the council to provide management and administrative assistance and objective advice. You will be responsible for the day-to-day management of the council's finances, and you will support the council before, during, and after meetings, preparing councillors for their decision-making role and putting their decisions into practice.

Closing date for applications: 17th July 2026

For further details or to express your interest in the role, please send your CV and covering letter to [clerk@grettonparishcouncil.gov.uk](mailto:clerk@grettonparishcouncil.gov.uk)