

Blakesley Parish Council

Clerk to the Council

An exciting opportunity to help shape the future of Blakesley

Blakesley Parish Council is looking to appoint an enthusiastic and motivated Clerk to the Council to support a newly formed council at an exciting time for the parish.

This is a unique opportunity to work alongside the Chair and fellow councillors to create positive, lasting change for the benefit of Blakesley's residents. Together with other new council members, you will play a key role in delivering projects, supporting local initiatives, and helping to shape the future of the community.

Whether you are an experienced Parish Clerk or looking to begin a rewarding career in local government, we would love to hear from you. Previous local government experience is not essential, as full training and ongoing support will be provided for the right candidate. We are looking for someone with integrity, professionalism, excellent organisational skills, and a willingness to learn.

As Clerk, you will be the council's principal officer, responsible for the day-to-day administration and financial management of the council, while providing impartial advice and support to councillors. You will ensure that council decisions are implemented effectively and that the council operates in accordance with statutory requirements and best practice.

Key responsibilities include:

- Managing the council's administration and finances.
- Preparing agendas, reports and minutes for council meetings.
- Providing professional and objective advice to councillors.
- Attending evening council meetings (currently held on the second Tuesday of each month).
- Implementing council decisions and supporting local projects.
- Working closely with the Chair and councillors to deliver positive outcomes for the parish.

You will be supported to achieve the Certificate in Local Council Administration (CiLCA) qualification and encouraged to develop professionally throughout your career.

About you

You will:

- Be highly organised and able to manage your own workload.
- Have excellent communication and interpersonal skills.
- Be confident using Microsoft Office, particularly Outlook, Word and Excel.
- Have a positive, friendly and proactive approach.
- Be committed to supporting the local community and helping the council achieve its ambitions.

Salary and Benefits

- **Salary:** LC2 SCP 18–23 (£31,537–£34,434* pro rata / £16.35–£17.85* per hour)
- Pay award pending – 3.3% to be confirmed
- **5% employer contribution** to a workplace pension scheme.
- **10 hours per week**, worked flexibly from home.

This is an ideal opportunity for someone looking for flexible work with real purpose. Every day brings variety, and your contribution will have a direct impact on the lives of parishioners and the future of the village.

For more information, or a chat about the role please contact Alex Matthews on alexmatthewsbpc@gmail.com

How to Apply

Please apply by sending your CV and a covering letter to:

Cllr Alex Matthews

Blakesley Parish Council

alexmatthewsbpc@gmail.com

Closing Date: 19th September 2026

Interviews: TBC