



Wilbarston Parish Council has a vacancy for a

Clerk to the Parish Council

Applications are invited from experienced clerks or those seeking to enter the sector. No prior 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 sector-specific 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 Thursday of the month, commencing 7pm. You will produce the agenda for the parish council meetings, in consultation with the Chair, and you will produce the minutes of the parish council meetings in a timely manner.

You will be supported to obtain the Certificate in Local Council Administration qualification (CiLCA). You must be very computer literate, particularly in email and website management, Excel and Word, and have excellent communication skills. A friendly and positive outlook is essential.

Salary Scale LC2, scp 18-23, £16.89 - £18.44 (pro rata)

Plus 3% employer's contribution to a workplace pension scheme

8 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. Wilbarston is a vibrant, diverse and proactive village located in North Northamptonshire. You will be a professional officer employed by the council to provide management of the council's finances, supporting the council before, during and after

meetings, preparing councillors for their decision-making role and putting their decisions into practice.

Please apply in writing, enclosing your CV to:

Cllr Jo Kirk, Wilbarston Parish Council

cllrjokirk@wilbarstonparishcouncil.gov.uk

to arrive by Friday, October 2nd 2026.

A date for interviews has been set provisionally for the evening of Tuesday October 13th, 2026. *

For more information about Wilbarston Parish Council please visit wilbarstonparishcouncil.gov.uk, or for a pre-application discussion please email Cllr Jo Kirk, with a copy to clerk@wilbarstonparishcouncil.gov.uk, to arrange a phone call.

For more about the role of Clerk, please read The Essential Clerk, which can be found here:

<https://northantscalc.gov.uk/web/content/10632?unique=cb12d63831bcb671bee0a9bdfc3fb0c0d720648e>

(*Please indicate in your covering email if it will not be possible for you to attend interview that day.)