



Brandon and Byshottles Parish Council

Recruitment of CLERK TO THE COUNCIL

25 hours per week - LC2 – SCP 24-28

£23,185 -£25,634 dependent upon experience and qualifications

Are you looking for a management role at the heart of the local community?

Are you excited by the opportunity to improve the life of residents and businesses?

Are you a strong team player and excellent communicator?

Sounds like you? Read on, we have your perfect career opportunity...

Brandon & Byshottles Parish Council is looking for a talented and hardworking individual to lead and manage all the Council's legal, administrative, and financial functions. The successful candidate will need to build a wide range of positive relationships with Councillors, residents, local groups, and partner organisations.

In this important role, you will act as the Council's Proper Officer and Responsible Financial Officer. As the Proper Officer of the Council, the Clerk to the Council is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Clerk to the Council will lead and advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council's activities and in particular, to produce all the information required for making effective decisions and to implement constructively all formal instructions. The person appointed will be responsible for the management of staff and resources and will take the lead on the Council's projects. The Clerk to the Council is accountable to the Council for the effective management of all its resources and will report to them as and when required.

Brandon & Byshottles Parish Council has 21 Councillors, an annual revenue budget of around £300k, and delivers a range of services to the local community. The Clerk to the Council is supported by a small administration team.

Clerks come from a range of backgrounds, but they share an enthusiasm for serving the community. If you come from outside the local council sector then full support, training and mentoring will be provided.

Hours of work include some evening and occasional weekend working. You will receive 25 days annual leave plus bank holidays with additional days after 5 years service (pro-rata if not working Monday – Friday). The Council offers the Local Government Pension Scheme, which is contributory.

If you would like to find out more, please call or email our recruitment consultant at the Local Government Resource Centre – Sam Shippen on 07903396378 or email sam.shippen@lgrc.uk. Further details about the Council can be found on the Council's website.

Closing date: 9am Monday 17th March 2025. Interviews will be held within two weeks of the closing date.