



Clerk to Wentworth Parish Council - Job Vacancy

Wentworth Parish Council has a vacancy for an enthusiastic Clerk, who is capable of delivering an exceptional service to its 9 Parish Councillors, and the wider community.

Wentworth Parish Council are seeking a part time Clerk to undertake the duties of Proper Officer to the Parish Council. The Clerk will be responsible for managing the Council's Day to day administration including finances, dealing with emails, agendas and minute taking for Parish Council meetings.

This is a rewarding job, in which you will be instrumental in shaping and delivering services to the community.

The post is up to 20 hours per month, to be agreed with the successful applicant; the hours to be worked flexibly based on the needs of the Parish Council, with much of the work being undertaken from home, as necessary. The salary is in accordance with the nationally agreed scale depending on qualification and experience,

We are seeking someone with relevant experience who brings a sound knowledge of local government law, administration, and governance, and who holds the Certificate in Local Council Administration (CiLCA) qualification.

As management and administration play a big role in the Clerk's duties, applicants should bring with them some practical, relevant experience of both, with excellent organisational and IT skills and a keen attention to detail.

For an informal chat and/or more details please contact the Chair Brendan J McNamara on 07765 260641.

To obtain a full job description and person specification email:

Cllr.brendan.mcnamara@wentworthparish.gov.uk - headed "Clerk Recruitment",

Applications in the form of a CV with a covering letter should be emailed to the above address by Monday 30th March 2026.

The aim is to hold interviews from Monday 13th April 2026.