

Parish Clerk - East Hoathly with Halland Parish Council

Hours: 65 hours per month (flexible, including some evening meetings)

Salary: SCP 35 – 42 depending on experience and qualifications

Location: East Hoathly and Halland, East Sussex (home based role with IT equipment provided)

East Hoathly with Halland is seeking an organised and community-minded **Parish Clerk** to support the work of the Council and help serve the residents of our parish. This is a rewarding role at the heart of the community, working closely with our team of committed and enthusiastic councillors, local organisations, and residents to help shape and support local life.

About the Role

The Parish Clerk is the main point of contact for the Parish Council and plays a vital role in ensuring the smooth running of its activities. Key responsibilities include:

- Supporting councillors and helping to implement Council decisions
- Preparing agendas and taking minutes at Council meetings
- Providing procedural and administrative advice to the Council
- Acting as a first point of contact for residents, local groups, and partner organisations
- Managing correspondence, records, and Council documentation
- Maintaining the Parish Council website and noticeboards
- Liaising with the local authority and other external bodies
- Lead on a number of on-going and new projects within the Parish
- Supervising the work of our Responsible Financial Officer and Pavilion Caretaker

The role involves attending evening meetings, usually one per month (last Monday of each month).

About You

We are looking for someone who:

- Enjoys working with people and supporting the local community
- Has strong administrative and organisational skills
- Communicates clearly and professionally, both in writing and verbally
- Is confident working independently and managing their own workload
- Is comfortable using IT systems, email, and office software
- Has experience in administration or a similar role (local government experience desirable but not essential)
- Knowledge of Local Government
- Is able to work from home (we provide the equipment necessary)

Training and support will be provided, and applicants will be expected to work towards the **CILCA qualification**, if not already held.

What We Offer

- Flexible working hours to fit around other commitments
- A supportive and friendly Council team
- Opportunities for training and professional development
- Salary in line with the NJC pay scales, depending on experience and qualifications

How to Apply

Please send your completed application form to Emily Simpson at admin@esalc.co.uk

The closing date for applications is **Monday 23rd February**.