



Deputy Clerk – Speldhurst Parish Council

Speldhurst Parish Council is looking for a proactive and professional Deputy Clerk to support the efficient delivery of local services and help ensure the smooth running of Council operations.

This is an exciting opportunity for a motivated individual who is passionate about local government and community engagement. As Deputy Clerk, you will play a vital role in supporting councillors, engaging with residents, and assisting with a wide range of administrative and operational tasks.

Key Responsibilities:

- Assist the Clerk in managing council meetings, including preparing agendas, reports, and minutes
- Support the delivery of council services, projects, and events
- Provide administrative support to ensure the smooth day-to-day running of council activities
- Act as a point of contact for residents, responding to enquiries professionally and efficiently
- Maintain accurate records and help ensure compliance with relevant legislation and council policies
- Deputise for the Clerk when required

About You:

We're looking for someone who is:

- Organised, self-motivated, and capable of working independently
- A confident communicator, both written and verbal, and can communicate authoritatively when required
- Experienced in administration with strong IT skills (Microsoft Office essential). Confidence in using social media channels and navigating online tools such as Gov.uk websites and interactive maps is also desirable
- Able to manage multiple priorities and meet deadlines
- Professional, approachable, and committed to serving the local community
- Experience in local government is desirable, but not essential — training and support will be provided for the right candidate and the chance to work towards the CiLCA qualification
- A clean driving licence is essential.

The role is based at the Parish Office next to Langton Green Village Hall. The starting salary is £16.50 per hour for 18 hours per week. There will be a salary increase on completion of CiLCA. Mileage on Council business will be reimbursed.

If you're passionate about supporting your local community and making a difference, we'd love to hear from you!

How to Apply:

Please send your CV and a covering letter outlining your suitability for the role to clerk@speldhurstparishcouncil.gov.uk by **Tuesday 19th August**.

For more information or an informal discussion about the role, please contact the Clerk on 01892 8629027.

Katie Neve
Parish Council Clerk
6th August 2025