



## **Fernwood Parish Council – Assistant Parish Clerk**

Fernwood Parish Council is proud to serve our wonderful community. The village is expanding rapidly, and the Parish Council is looking to keep ahead of the demands placed upon it by creating the role of Assistant Parish Clerk.

The Assistant Parish Clerk position promises a varied and interesting workload, as well as the chance to shape services and make a lasting impact within Fernwood.

We are recruiting an Assistant Parish Clerk. If you have the attitude, skills, and experience we need, we'd like to hear from you.

This new role will appeal to individuals who thrive in a dynamic environment and are motivated to help guide the future of a growing parish. You'll be joining a friendly and forward-thinking team, committed to delivering high-quality services and fostering a vibrant, inclusive community spirit. The Council is seeking someone who can bring fresh ideas, energy, and a willingness to go the extra mile as the village continues to evolve.

We are looking for someone proactive, organised, and ready to take on a breadth of responsibilities, including deputising for our Parish Clerk and RFO, day-to-day management of our Village Hall and The Hub, and supporting key projects to enhance engagement with residents and local partners. As Assistant Parish Clerk, you will have the opportunity to develop new initiatives, contribute to effective decision-making, and play a pivotal part in shaping the identity and well-being of Fernwood for many years to come.

The closing date is Saturday, July 26th, 2025.

**ASSISTANT PARISH CLERK** Permanent, part-time (25 hours) NJC pay scale 18-24 pro rata. Your principal place of work will be our Council office at Fernwood Village Hall and you will be a key part of the Council's Management Team. As a great communicator, you will bring your passion for local government and your experience of collaborating with the community as we work to build a great future for our parish. You will manage the day-to-day provision of our services, working closely with the Parish Clerk/RFO, our office team and caretakers to improve the quality of services.

You will be key in ensuring our financial administration meets our organisation's requirements. You will support the Parish Clerk in meetings and occasionally cover

for them if they are unavailable. And you'll lead in developing our community buildings and facilities in Fernwood and delivering events, improving our approach to PR & communications. Ideally, you will hold both iLCA (Introduction to local council administration) and the FiLCA (Financial Introduction to Local Council Administration) certificates. We are looking for applicants with at least 3 years of experience working in the local government sector (ideally with direct exposure to democratic services/processes and committee management, although this isn't essential).

Usual office (public access) hours are 10 am – 1pm Monday – Friday. Up to 25 days holiday (increasing to 26 days after five years continuous service), plus public holidays (usually eight days per year) (Pro-rata for part-time employees). An employer's contribution rate of 21.3% of your salary towards your pension (Local Government Pension Scheme). We are an equal opportunities employer, and we welcome applications from all suitably qualified persons. You will need to be flexible with your working hours according to the business requirement, including some evening/weekend work.

Applications and CVs should be sent via email to: **clerk@fernwood-pc.co.uk**

Darryl Flinders – Clerk to The Parish Council

The closing date for applications is Saturday, July 26th, 2025.