

JOB VACANCY

Closing Date: Wednesday 1st July 2026.

JOB TITLE: Clerk to the council

ACCOUNTABLE TO: Stokenchurch Parish Council

CONTRACT: Permanent – 25 hours per week contract

SALARY: Salary upon application

LOCATION: This position will be hybrid, requiring a minimum of 2 days a week in Stokenchurch Parish Council office (Longburrow Hall) to work in conjunction with other staff members.

Role objective:

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Parish Council are conducted. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and to produce all the information required for making effective decisions and to implement all decisions constructively.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. This position will be based in the Longburrow Hall, Stokenchurch Parish Council office.

Duties

- To prepare, in consultation with appropriate members, and issue agendas, minutes and supporting documentation to councillors, district councillors and members of the public by means of e-mail, notice boards and the council website. To attend such meetings and prepare minutes for approval. To then implement the decisions made at the assemblies.
- To ensure that legal, statutory, and other provisions governing or affecting the running of the Council are observed and that the Council's obligations are properly met.
- To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
- To draw up both on their own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result, and where appropriate, suggest modifications.

- To act as a representative of the Council as required and in consultation with the Chairman, prepare press releases about the activities of, or the decisions of, the Council.
- Support the RFO with financial matters and reporting. Ensuring that all management reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action is taken.
- General administration, including but not limited to taking phone calls, dealing with enquiries, opening mail and acting on their contents as appropriate, ordering of stationery and equipment.
- Deal with any faults and issues concerning street lighting, foliage, signage, potholes, fly tipping, vermin and recycling.
- Keeping of the Burial Register, Register of Grave spaces, providing a professional service to Funeral Directors and members of the public.
- Liaise with other Local Authorities, Councillors, Contractors and members of the public when required and manage the parish council employees and contractors.
- To attend training courses on the work and role of the Clerk as required by the Council. Work towards the CICLA qualification.

Skills & Values:

- Able to act as the first point of contact for the council, communicate clearly and effectively, both verbally and in writing, in a supportive yet professional manner, while working collaboratively with a wide range of individuals and diverse personalities.
- Demonstrate a willingness to learn, continually developing both your personal skills and the tools used by the council to improve the efficiency of the role and the council functions.
- Confidently use a board range of technologies and demonstrate strong proficiency in a variety of applications including MS Word & Excel or their equivalents.
- Able to always maintain strict confidentiality, with a clear understanding of the professional and statutory responsibilities of the role.

For enquiries or to apply:

Please contact the Chairman with any enquiries. Should you wish to apply for the role please send your CV and a brief cover letter outlining your skills, values and experience against the duties above to the chairman.

Application closing date: End of day Wednesday 1st July 2026

Interviews held: Between the 3rd and 7th July 2026

Chairman Robin Thomas
 rthomas@stokenchurch-pc.gov.uk