



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,  
[clerk@clipstoneparishcouncil.org](mailto:clerk@clipstoneparishcouncil.org) 01623 626857

## **CLERK VACANCY**

**16 hours per week (subject to review)**

**SCP 24 to 36 (£15.16 to £21.09 per hour) according to experience  
and qualifications**

**22 days holiday + public holidays (pro rata)**

Clipstone Parish Council is seeking an enthusiastic Clerk to be the Proper Officer for this friendly, busy parish. The Council is currently based out of the Village Hall which is widely used by local groups and hired out for birthday parties. The Proper Officer role will also serve as the Burial Officer for the cemetery. The Council is keen to realise its ambition by expanding its service provision for the parish through the opening of a community hub. It wants to capitalise on opportunities to secure grants as well as funding from the Government's Levelling Up agenda. There are also internal infrastructure, asset and organisational improvements to be made too. The Council wants to be at the forefront of delivering the best possible outcomes for Clipstone combined with being a good employer.

This ambition is contingent on a strong cohesive staff team being in situ, managed by the Clerk. To help strengthen a staff team ethic, a HR review of terms and conditions is key. There are currently 6 part-time members of staff and the Council is also advertising for a Responsible Financial Officer (RFO). The recruitment of the Clerk and the Responsible Financial Officer is seen as pivotal to moving the Council forward. Provision has also been made for project management resource to be temporarily added to the team in the realisation of the community hub.

The role would ideally suit an experienced Clerk or someone with previous local government experience. However, there is a recognition that the availability of experienced, qualified Clerks is in short supply. Therefore, the Council is keen to hear from applicants with transferable skills from other sectors who would be receptive to working within a supportive framework of training and education and evolving with the Council.

There is flexible approach to working from home and the office so that the needs of the Council are met whilst recognising the increasing importance of a strong work/life balance. A lap-top, printer and a mobile phone will be supplied.

Attendance at evening Council and committee meetings at Clipstone are an essential requirement of the role. The Council currently meets monthly on the 4th Wednesday of the month except for August and December. Dates for committee meetings are not yet in place.

Please refer to the Job Description and Person Specification for further information which can be found on the website: [Clipstoneparishcouncil.org/parish-clerk-vacancy](https://clipstoneparishcouncil.org/parish-clerk-vacancy) along with the application form. Please complete the application form as CVs will not be considered a valid substitute.

For an informal chat, please contact: Sharon Pyke, Locum Clerk – 07926 726133

Closing date: **18 April 2022 at 9pm**

Interview date: To be confirmed.