

Deputy Clerk

Part-Time

Location: Wickham Market, Suffolk

Hours: Flexible, part-time

Salary: Dependent on qualifications and experience

Support Good Governance and Community Development

Wickham Market Parish Council is seeking an organised and motivated **Deputy Clerk** to support the effective administration and governance of the Council.

This is an excellent opportunity for someone with local government experience or an individual looking to develop a career in parish and town council management.

Key Responsibilities

Council Administration

- Prepare agendas and minutes for council meetings and committees.
- Ensure council decisions are accurately recorded and implemented.

Governance and Compliance

- Assist with policy development and implementation.
- Support legal and procedural compliance.
- Maintain governance records and documentation.

Project and Volunteer Management

- Coordinate parish projects from planning through to delivery.
- Support and manage volunteers working on behalf of the Council.
- Undertake value-for-money reviews of council services and activities.
- Identify grant and funding opportunities.

Website and Communications

- Maintain and update the Wickham Market Parish Council website.
- Ensure information remains accurate, accessible and compliant.

Future Development

- Support the implementation of improved financial systems.

- Work towards an expanded role that may include Responsible Financial Officer (RFO) responsibilities in the future.

About You

You will have:

- Excellent organisational and administrative skills.
- Strong written communication and minute-taking abilities.
- Good understanding of governance, compliance and public administration.
- The ability to manage projects and work independently.
- Confidence working with councillors, volunteers and members of the public.

Desirable Qualifications and Experience

- Experience working in local government or the public sector.
- Knowledge of parish council legislation and procedures.
- CiLCA qualification (or willingness to work towards it).
- Experience implementing administrative or financial systems.

Career Development Opportunity

The Council is committed to supporting professional development. Training opportunities will be available, including support towards CiLCA and other relevant qualifications. The role has the potential to develop into a future Responsible Financial Officer position.

To apply, please send your CV and a covering letter outlining your suitability for the role.
