STILTON PARISH COUNCIL

We have a vacancy for the new position of: DEPUTY CLERK

** **Hours:** 12 per week initially (exact days/times to be arranged) ** **Salary:** £15.56 - £16.61ph SCP13-17 LC1 **

****Closing date:** Sunday 25 October 2026 ** **Interviews:** Week commencing 2 November 2026 **

Stilton Parish Council is looking for an enthusiastic, organised and practical Deputy Clerk to join our small team and support the Clerk in the day-to-day running of the Parish Council.

This is **an ideal job for someone who enjoys doing something different every day!**

Our Deputy Clerk will have a genuinely varied role, working across Council administration, community facilities, bookings, finance, property and assets, health and safety, communications, events and projects. You could be dealing with a resident or contractor one minute, helping organise a community event the next, checking a facility, preparing Council paperwork or solving an unexpected problem.

We are looking for someone who enjoys **variety, problem-solving and making things happen** — someone who can look at a busy day, work out what needs attention first and keep everything moving calmly and professionally.

Your work will include:

- supporting the administration of Council meetings
- helping to manage the Parish Council's Pavilion, Parish Room and other community facilities;
- dealing with bookings, hirers, residents, community groups, contractors and suppliers;
- supporting financial administration, invoicing, payments and budget monitoring;
- assisting with health and safety, risk assessments and compliance;
- supporting the administration of the Parish cemetery and burial records;
- helping to organise events, projects and community activities;
- contributing to website, social media and other Council communications; and
- providing practical support to the Clerk and wider Council team.

It is a varied role with **responsibility and plenty of opportunity to learn** but you don't need to know everything on day one. Local government can look complicated from the outside, and there is certainly a lot to learn. **We don't expect you to arrive knowing it all.**

What matters to us is that you are willing to learn, ask questions, take responsibility and develop your knowledge. Relevant training will be provided and you'll work closely with the Clerk, staff and councillors.

We are interested in people with transferable skills, good judgement, initiative and a genuine desire to do a good job for the local community.

If you are someone who likes a challenge, enjoys working with people, takes pride in getting things done and would like the opportunity to develop a varied set of skills, **we would like to hear from you.**

Send your CV and a covering letter to**:** **clerk@stiltonparishcouncil.gov.uk** For an informal discussion about the role or to request further information, contact: Julianne, the Parish Clerk on 01733 639106**.**

Find more details and a Deputy Clerk Recruitment Pack on our website
www.stiltonparishcouncil.gov.uk