



DISLEY PARISH COUNCIL

Vacancy for Parish Clerk

Disley Parish Council is an active council at the heart of the local community and is seeking to appoint a multi-skilled, flexible and enthusiastic person to take on the role of Parish Clerk

The post is part time (30 hours per week) including some evening meetings and events) and will be based at the Disley Parish Office.

The salary scale will be LC2 SCP range 29-32 (£38,626 - £41,511 pro rata) depending on experience. The Parish Council offers a Local Government Pension with 22.1% employer contribution rate and a generous holiday entitlement.

Duties will include overseeing the statutory obligations of the council;
Working with the RFO to monitor the council's finances, budgets and audits;
Management of 4 council officers ;
Management of the council assets;
Leading some council projects and partnering with local organisations.

Applicants should be able to demonstrate excellent communications, organisational and administrative abilities; IT literacy and, either a good understanding of local government, or be able to show the potential and willingness to learn with training.

Applicants will be expected to either hold the Certificate in Local Council Administration (CiLCA) qualification or achieve this within 24 months of commencement.

Application will be by application form only (no CVs) and the closing date is **Friday 19th July 2025.**

First interviews will be held week commencing 4th August 2025 and second interviews week commencing 11th August 2025

To apply for the post, please download an application form and job description from our website at: www.disleyparishcouncil.org.uk

Alternatively, you can e-mail admin@disleyparishcouncil.org.uk for an application pack.