



# Parish Clerk

## Badwell Ash Parish Council, Suffolk JOB DESCRIPTION

- **Hours:** 10 hours per week
- **Contract:** Permanent Part-time

**Badwell Ash Parish Council** are seeking a **Parish Clerk**. The Clerk is responsible for ensuring that the council's decisions are properly made, and effective. The Clerk works closely with the finance officer and manages the day-to-day administration of the Parish Council, provides professional advice to 9 councillors, maintains accurate records, supports the democratic process through meeting preparation. The role is home-based with attendance at 11 monthly Parish Council meetings plus some locality meetings as required. The Clerk acts as the focus for residents' enquiries and is ideally available to residents across 5 weekdays.

### You will:

- act as the council's Proper Officer ensuring compliance with statutory obligations including Data Protection
- prepare agendas, reports and minutes for Parish Council meetings and implement council decisions
- provide professional advice on governance, policy, procedures and local council operations
- manage correspondence and maintain effective communication with residents, contractors, authorities and partner organisations
- council policies, procedures and statutory transparency requirements are up to date
- maintain the council website, publishing agendas, minutes and statutory documents, and social media
- Coordinate the content of the Badwell Broadsheet newsletter, including sponsors
- Preparation and posting of key messages on Facebook.

### About you

#### Key skills:

- Excellent administrative, organisational and communication skills.
- Ability to work independently, prioritise workload, report progress and meet deadlines.
- IT competency, including Microsoft Office and email systems.
- A professional, diplomatic approach when working with councillors, residents and external organisations.

Essential criteria:

- Strong administrative and organisational experience.
- Ability to work independently from home and attend scheduled meetings.

Desirable:

- Experience of working with residents and voluntary groups
- Previous experience as a Parish Clerk or in local government administration.
- Knowledge of local council law, powers and procedures.

### **About us**

We are a small, committed local authority serving the c. 840 residents of Badwell Ash, Badwell Green and Long Thurlow. We take pride in maintaining transparent, effective and community-focused governance. Working with us means supporting a proactive council that values professionalism, collaboration and a positive working environment. We offer a friendly, flexible and supportive setting where your contribution can truly make a difference to the local community.

### **What we will offer you:**

- We will provide training in governance and local administration
- Flexible, home-based working arrangements.
- An opportunity to influence and support local decision-making.
- Competitive salary reflective of your experience and qualifications.
- A role that offers variety and meaningful community impact.

### **For more information and to apply**

To find out more, please email [badwellashpc@outlook.com](mailto:badwellashpc@outlook.com)

Please submit a covering letter outlining your suitability for the role, along with a current CV by email to [badwellashpc@outlook.com](mailto:badwellashpc@outlook.com)

**Closing date: 13<sup>th</sup> March 2026**