

WE'RE HIRING!

Assistant Clerk (Part-Time)



Saltford Parish Council is recruiting an Assistant Clerk to work part-time, 10 or 12 hours per week.

Details of the working arrangements can be found in the job description.



Saltford Parish Council is looking for an enthusiastic, organised and community-focused individual to support the delivery of a range of Parish Council services and responsibilities. The successful candidate will take responsibility for planning matters, allotments, churchyard maintenance, Council assets and community events, while providing administrative and operational support to the Clerk and Responsible Financial Officer.

We are looking for a proactive, organised and community-minded individual who can work independently, manage competing priorities and work effectively with residents, Councillors, volunteers and partner organisations.



Salary: NJC SCP 15 (£30,024 per annum pro rata, £15.56 per hour) to SCP 17 (£31,022 per annum pro rata, £16.08 per hour)
(National pay award for 2026/27 pending).



For a job description and details about how to apply, visit:
<https://www.saltfordparishcouncil.gov.uk/news/>



Closing date: 5pm, Wednesday 16 September 2026

Interviews: Date TBC - in person interviews will take place in late September or early October.



For more information about Saltford Parish Council, please visit our website at
www.saltfordparishcouncil.gov.uk