



Appointment of an Executive Officer

(Part time – 25 hours per week)

Remote working (travel required to attend meetings within Wychbold)

Salary Scale SCP: 33 - 36 (£44,075 - £47,181 per annum pro rata)

Plus generous Local Government Pension Scheme

Join Us in Shaping Dodderhill's Future

Are you a strategic thinker with a strong leadership presence? Can you inspire, communicate clearly, and drive meaningful change in a public service environment?

Dodderhill Parish Council is seeking an experienced and proactive Executive Officer (Parish Clerk) to lead its operations and strategic initiatives. This pivotal role offers a rewarding challenge – ensuring the Council functions effectively, meets statutory obligations, and delivers exceptional services to the community.

What you'll do

As Executive Officer you will:

- **Lead and support the Council** – preparing agendas, recording minutes, advising councillors and, and ensuring decisions are implemented.
- **Shape strategy** – supporting councillors to develop and deliver the new Strategic Plan for 2025-2030.
- **Oversee finances** – managing budgets, precepts, financial records and ensuring strong controls.
- **Engage the community** – being the first point of contact for residents, partners and stakeholders.
- **Ensure compliance & governance** – acting as Proper Officer and Responsible Finance officer, upholding statutory duties.
- **Deliver projects** – coordinating initiatives such as community facilities, parks and local development projects.

What we are looking for

You'll need:

- Strong leadership and organisational skills.
- Confidence working with complex information, budgets and legal frameworks.

- Sound judgement in resource management and value for money, with practical experience of contracts and funding.
- Strong interpersonal skills to engage constructively with diverse views and build consensus around community priorities.
- A diplomatic and principled approach, that encourages respectful dialogue and supports the Council's Civility and Respect Pledge.

As local government structures evolve, you'll bring a flexible mindset to shape systems and approaches for future challenges. Local government or Clerk experience is an advantage, but we welcome candidates with transferable skills and a willingness to work towards the Certificate in Local Council Administration (CiLCA) (with training support provided).

Click apply or email recruitment@chrgs.co.uk for a candidate pack and application form.

Applications must be returned by 29th October 2025.

Interviews will take place on 6th November and for those invited to a second stage, these will take place w/c 10th November.