



*Working for our Community*

# Selattyn and Gobowen Parish Council

## Job Vacancy

Part-time Assistant Clerk to the Council

Contract term: 12 month fixed term contract

Hours: 15 per week

Salary: Local Government Scale (SCP7-12) (£26,403 to £28,598) pro rata per annum depending upon qualifications and experience.

Home based with some on site working in the parish.

Some evening and weekend work.

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Applications are invited for the part time post of Assistant Clerk to Selattyn and Gobowen Parish Council. The post is a 12 month fixed term contract for 15 hours per week. The postholder will be required to attend evening meetings, held on the second Wednesday of each month, and occasional community events usually held at the weekend.

Selattyn and Gobowen Parish Council is the first tier of local government, providing a range of community assets and services including a community building, playing field, allotments, parish magazine, streetlights and a cemetery.

Working closely with the Parish Clerk, this is a varied and rewarding role making a difference to our community.

The successful applicant should be computer literate. First class organisation, communication and interpersonal skills are essential as is the ability to work as part of a team. Previous local government experience is desirable but not essential.

To apply, please request an application pack by contacting [clerk@selattyn gobowen- pc.gov.uk](mailto:clerk@selattyn gobowen- pc.gov.uk) or 01691 886502. For an informal discussion about the role, please contact Bridget Laraway on 01691 886502.

**Closing date 12 noon Monday 9<sup>th</sup> March 2026**

**Interviews will be held on Tuesday 17<sup>th</sup> March 2026**