

# Job Vacancy

## Weston Rhyn Parish Council

Part-time Assistant Clerk to the Council.

Hours: 6 hours per week.

Salary: Local Government Scale (SCP 18-23) £31,537 - £34,434) pro rata per annum, depending on qualifications and experience.

Home based, some on-site working in Weston Rhyn.

12 evening meetings per year with the council in Weston Rhyn, usually on the 2<sup>nd</sup> Monday in the month from 7pm, shared with the Clerk.

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A mix of Parish Council meetings and remote working. Flexible hours, to include occasional Monday evenings (second Monday in the month).

Weston Rhyn Parish Council is the first tier of local government and is seeking a motivated, well-organised, and diplomatic individual as an assistant clerk, working closely with the parish clerk to deliver effective local governance and support for our community.

We are looking for someone with a proven track record in administrative roles. Strong communication skills, attention to detail, and the ability to handle public enquiries with professionalism are essential. Experience in minute-taking, committee support, and working within a local council or similar environment is desirable, but not essential.

This is a varied and rewarding role that offers scope to develop your skills and take on broader responsibilities over time. As assistant clerk, you'll be at the heart of a welcoming community, helping to make a tangible difference to local residents.

To apply, please request an application pack. For an informal discussion about the role, please contact Helen Belton on 07903 119412.

Please submit your CV along with a covering letter to:

[clerk@westonrhynparishcouncil.gov.uk](mailto:clerk@westonrhynparishcouncil.gov.uk) or by post to: PO Box 2458, Wrexham, LL11 0RH by the closing date 28<sup>th</sup> February 2026.

Interviews will take place by mutual agreement, towards the end of March 2026, with a start date of mid to late April.