

PARISH OFFICE  
MARKFIELD COMMUNITY & SPORTS CENTRE, MAYFLOWER CLOSE,  
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## Parish Council Clerk/Responsible Financial Officer

In the range of SCP 28 (£36,648 per annum, £19.05 per hour) + 12%  
NEST pension contribution

### Full Time Flexible and Hybrid Working Arrangement

The Parish Council seeks a new Clerk to advance council and oversee the delivery of projects to enhance Markfield's sense of community for its 6,000+ residents. You will be joining council at a key stage in its progression as it seeks to move forward from an earlier period of flux. Following the May 2023 elections, Council has re-established stability by increasing its organisational resilience. This has resulted in projects being delivered and Council is about to start shaping its vision.

Having the right staffing structure in place is crucial to delivering the Council's vision. In the perfect world, Council would be seeking a CiLCA qualified clerk, but the perfect world isn't the current reality within the clerking sector. That is why Council welcomes expressions of interest from other applicants who have experience of working in a local authority/public service environment or private sector experience where multi-tasking, working to legal deadlines and being highly organised and methodical is a given. To aid applicants from outside the sector, a job description and person specification underpins this advertisement as the role is responsible for the statutory and legal duties of Council.

Our vacancy is being advertised as a full-time position of 37 hours per week which includes two evenings per month in facilitation of Council and committee meetings plus attendance at occasional community events. It is important that Council secures the right person. Therefore, it is open to suggestions on how to make this opportunity work for all, as you will be central in shaping the role and the Council's future staffing structure.

Council has the General Power of Competence and is currently supported by its part-time staff, a locum clerk, a RFO who is retiring at the end of the financial year and a handyman. Ten councillors form Council, it currently has two committees and next year's precept has been set at £173,505. Its assets include a community centre and playing fields with a pavilion which are managed by third parties, a cemetery, open spaces, all of which are home to a maintained tree estate and Council hosts the Christmas lighting.

The Council adheres to 'Green Book' terms and conditions as incorporated within the National Association of Local Councils and Society of Local Council Clerks template contract of employment.

You can apply by submitting a covering letter with your CV or completing the accompanying application form to the locum clerk, Sharon Pyke via email: [admin@markfieldpc.org.uk](mailto:admin@markfieldpc.org.uk) by midnight

Sunday 04 February 2024. Applications will be acknowledged. Further information can be found on the Parish Council's website: [www.markfieldpc.org.uk](http://www.markfieldpc.org.uk) . If you wish to have an informal conversation in advance of submitting your application, please call the locum clerk on 07570 561307.