

Brockenhurst Parish Council



Vacancy for Assistant Clerk (p/t)

Brockenhurst Parish Council is seeking a proactive and well-organised part-time Assistant Clerk to support the Parish Clerk in the effective administration of the Council.

The successful candidate will assist with council meetings, correspondence, project work, asset administration, and the day-to-day operation of the parish office. Experience working in a parish/town council, or public sector environment would be an advantage, but not essential.

16 hours per week, over 5 days; principally office-based, to also include evenings & weekends to cover meetings & events.

(NJC) salary scale 13 – 17 (£15.56 - £16.61 per hour), depending on qualifications and experience, with the opportunity to join the Local Government Pension Scheme and pro-rata statutory holiday entitlement.

See below for job description and personal specification.

Please submit your CV by Wednesday 30 September, 5pm. Interviews to be held on Wednesday 7 October 2026.



Brockenhurst Parish Council

70B Brookley Road, Brockenhurst, SO42 7RA

ASSISTANT PARISH CLERK

Job Description and Personal Specification

Job title: Assistant Parish Clerk

Responsible to: Parish Clerk

Location: Parish Council Office, Brookley Road, Brockenhurst

Hours: Part-time (16 per week)

Salary: Up to National Joint Council (NJC) salary scale 13 – 17 (£15.06 - £16.61 per hour), dependent upon qualifications and experience.

Purpose of the role

The Assistant Clerk supports the Parish Clerk in a close and dynamic relationship, ensuring that the Council operates effectively, lawfully and efficiently. The post holder will provide administrative support to the Council, assist with financial administration, attend meetings, liaise with members of the public, and help to manage council assets, projects, facilities, and services.

The Assistant Clerk will work closely with the Clerk, Responsible Financial Officer, Councillors, local organisations, residents and external agencies to deliver high-quality services to the local community.

Main duties and responsibilities

Administration and governance

- Assist the Parish Clerk in the day-to-day administration of the council.
- Prepare agendas, reports, correspondence and supporting documents.
- Attend meetings, as required, and assist with the preparation of minutes.
- Maintain Council records in accordance with legislation and Council policies.
- Ensure that documents are retained and disposed of appropriately.
- Support the implementation of Council policies and procedures.
- Assist the RFO with the administration of the Nalder Trust.
- Maintain registers, databases and filing systems.

Financial administration

- Process invoices, receipts and payments in accordance with Council procedures.
- Support the management of grants and other funding applications.
- Monitor expenditure and maintain accurate records.
- Assist with internal and external audit requirements.
- The accounts system is run on software package (Scribe Accounting).

Communication and customer service

- Maintain Parish Office open hours service, respond to enquiries from residents, Councillors and partner organisations.
- Manage incoming telephone calls, correspondence and emails.
- Update the Council's website and social media channels where appropriate.
- Prepare newsletters, notices and other communications.

Asset and facilities management

- Assist in the administration of allotments, cemeteries, open spaces and community facilities as required.
- Support inspections of Council assets and maintain associated records.
- Liaise with contractors and monitor service delivery.

Events and projects

- Support the delivery of Council projects.
- Maintain project documentation and monitor progress against agreed objectives.
- Assist in organising civic and community events.

General responsibilities

- Maintain confidentiality and comply with data protection legislation.
 - Promote equality, diversity, and inclusion.
 - Undertake training and professional development as required.
 - Carry out any other duties reasonably requested by the Parish Clerk that are commensurate with the role.
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Personal Specification – Assistant Parish Clerk

	Essential	Desirable
Educational Qualifications	Good general education: 5 GCSEs or equivalent including Maths and English	A level or above. A recognised qualification in local government administration
Work Experience	Experience of working independently and working as part of a team. Good office management skills Experience of dealing with the public	Previous local government experience Experience of organising meetings, preparing agendas and taking minutes
Skills	A good understanding of IT including emails and use of the internet. Good communication skills, both verbal and written. Ability to solve problems. Ability to meet deadlines, manage own workload and time, establish priorities and report progress and results. Flexible and adaptable. Keen to learn and undertake required training courses.	Project management Creative ability Knowledge of updating websites and digital screens. A basic understanding of accounting or Charity accounts.
Knowledge/Aptitude	Understanding of the local government context and the place of Parish Councils within it. Understanding of GDPR. Respect confidentiality and take an objective and professional approach. Ability to maintain a good relationship with Councillors, contractors, the public and local authorities (NFDC, NFNPA, FE and HCC) Knowledge of the local area.	