

Parish Clerk Vacancy - George Nympton & Queen Nympton

George Nympton and Queen's Nympton Parish Council seeks a Parish Clerk to support their small rural parish in the heart of North Devon, with a community of some 200 residents.

Working hours are 10 hours per month and the pay rate is £12.85 - £15.38 per hour, depending upon experience.

The Clerk is responsible for managing the Council's day-to-day business, providing advice, and implementing decisions, ensuring that the standards of the council are upheld, and our statutory requirements are met.

Applicants will need to be computer literate, able to prepare council agendas and record minutes, communicate effectively and be able to correspond with external organisations on behalf of the Council. Formal training and plenty of help and advice will be available.

There are 8 parish councillors, the council meets in the evening on the third Thursday of alternate months (unless Extraordinary Meetings are required). All other hours are worked flexibly from home.

For an informal discussion, and an application form and job description, please email Councillor Adele Poole at poolea@live.co.uk or call 07964 877700.

The closing date for applications is Friday 9th May 2025.