



Chairman: Cllr D L Kelly B.E.M.

Clerk: Deborah Siddle  
Assistant Clerk: Natalie Brett

## PARISH CLERK

### **Starting salary between £38,626-£41,511 (FTE)**

National Pay Scale SCP 29 to 32

(Part time – initially 20 hours per week with likelihood of additional hours in future)

Based in Groombridge, East Sussex

Closing date: 11<sup>th</sup> July 2025 (12noon)

### **Interview date: 25<sup>th</sup> July**

**We are looking for an experienced Clerk to play a key role in delivering services and initiatives to our local community, as well as being proactive and helpful in supporting our Councillors and our residents. If you are someone who is motivated and organised, has excellent administration, IT and communication skills, then you might just be the ideal person to join our team!**

Withyham Parish is situated within the High Weald National Landscape and Groombridge is the principal village. There are three other villages in the parish with their own identities and requirements – Blackham, Withyham and St John's – whilst there are a number of diverse settlements including Lye Green, Friars Gate and Balls Green.

Withyham Parish Council is seeking to appoint a new Parish Clerk who will be the Proper Officer of the council and as such is under a statutory duty to carry out council functions. The Parish Clerk advises members of the council, ensuring the timely serving of committee papers, delivers council projects, leads council staff, and is responsible for the day-to-day management of the Parish Council's services and facilities.

The post requires candidates to have personal resilience, excellent organisational and communication skills, self-motivation and the ability to multi-task.

### **The starting salary for this post is between £38,626-£41,511(FTE)**

**20 hours per week**

**23 days annual leave pro-rata plus bank holidays, rising to 26 days following 5 years' continuous service.**

**Excellent pension scheme.**

A Candidate Pack and Application Form is available from:

The Clerk, Withyham Parish Council, The Old Station, Groombridge TN3 9RD or by writing to [clerk@withyhamparishcouncil.org.uk](mailto:clerk@withyhamparishcouncil.org.uk) (CVs not accepted)

For more information, or to arrange a chat with the current Parish Clerk, please either email [clerk@withyhamparishcouncil.org.uk](mailto:clerk@withyhamparishcouncil.org.uk) or call 01892 864557.

Closing date: 11<sup>th</sup> July 2025 (12noon). Interviews will be held on 25<sup>th</sup> July 2025.