



## **Lancing Parish Council are recruiting for a Clerk/CEO**

**Salary:** NJC scale SCP 46-49 (£58,523 - 62,852), dependent on experience and qualifications

**Hours:** Full Time (37 hours) – Office based

**Application deadline:** 12noon on Friday 12<sup>th</sup> September 2025

**Interviews:** Monday 22<sup>nd</sup> September 2025

**Email:** [celia.price@lancingparishcouncil.gov.uk](mailto:celia.price@lancingparishcouncil.gov.uk) telephone: 01903 753355

Lancing Parish Council is dedicated to playing a key role in the future growth of the community and is seeking a forward-thinking Clerk to build on the success of what has been achieved over the last few years. Applicants should have a good legal knowledge of the statutory framework concerning the management and running of a Parish Council and be CiLCA qualified.

We are seeking a high calibre individual, who shares our values of community service, to lead our dedicated staff team and to work actively with elected members. In return we offer a competitive salary, LGPS pension, free parking and well equipped offices in the heart of the community.

We invite applicants who have a demonstrable track record in leadership, who are community focussed, and who possess sound managerial, communication and organisational skills. This role will require strategic thinking, adaptability and readiness to evolve as the local government landscape develops. We are seeking a leader to proactively prepare for emerging challenges and opportunities whilst safeguarding the Council's strong governance and financial stewardship.

We currently provide a wide range of community events and our facilities including the Parish Hall, Community Hub, parks, recreation and sports facilities, open spaces, allotments, a nature reserve, pocket parks, car parks, the seafront and beach huts.

For a recruitment pack, further information or an informal discussion, please contact Celia Price on 01903 753355 or email [celia.price@lancingparishcouncil.gov.uk](mailto:celia.price@lancingparishcouncil.gov.uk)