



# COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH  
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## VACANCY – PARISH CLERK – COGGESHALL PARISH COUNCIL

Part-time – 28 hours a week

Salary range £20.68 to £23.20 per hour depending on qualifications and experience

We are looking for a proactive, dynamic individual who is an excellent communicator, manager and ambassador to partner our elected members in delivering their vision for Coggeshall Parish Council. However, we also need someone with considerable administration and organisational skills within a large Parish Council setting

Coggeshall is a unique community with a population of nearly 5,000 and is expected to grow by approximately 15-20% in the next five years.

The successful candidate will manage the council's services, its staff and take on a pivotal role. Services provided by the council include cemetery, village hall, open spaces, playgrounds, car park and allotments. The post of Parish Clerk is challenging, and the duties will require regular evening work servicing 3-4 meetings a month and occasional weekend working. The Clerk will work from dedicated offices in the centre of Coggeshall although some homeworking can be accommodated.

The Parish Clerk is supported by a strong team consisting of Responsible Financial Officer, Hall Manager, two Groundsmen and a part-time Administrative Assistant.

The successful candidate would be expected to hold the Certificate in Local Council Administration, or be willing to attain it within two years of starting in post.

For further information, please contact [clerk@coggeshall-pc.gov.uk](mailto:clerk@coggeshall-pc.gov.uk)

Application is by application form with a covering letter. CV's will not be accepted. The application form, Person Specification and Job Description can be found in the links below

**Closing date for applications: 31 January 2021**

Coggeshall Parish Council is an equal opportunities employer