

Job Description: Parish Clerk and Proper Officer

Post Title: Parish Clerk and Proper Officer

Employer: Chigwell Parish Council

Reports to: Chigwell Parish Council

Location: Chigwell, Essex

Contract Type: Permanent

Hours: 37 hours

Salary: SCP 37-41 (£46,731-£50,788 as of 2024/25)

Purpose of the Role

To act as the Council's Proper Officer and Chief Executive, leading the effective management, governance, and strategic direction of the Council's functions, services, assets, and staff in accordance with all statutory obligations and Council policies.

Main Duties and Responsibilities

1. Strategic, Statutory, and Management Responsibilities

- Ensure all administrative functions and services comply with statutory requirements and professional standards.
- Fulfil all Proper Officer duties under law, issuing required statutory notifications and ensuring the Council's Standing Orders and Financial Regulations are properly observed, implemented, reviewed, and updated.
- Act as principal adviser to the Council on policy, governance and operational matters
- Manage the Council's health and safety obligations as the Council's Responsible Person.
- Oversee all Council employees, providing effective line management including recruitment, training, performance appraisal and welfare in line with Council policies.
- Manage all Council properties, buildings, land, resources and contractors, ensuring maintenance to a high standard and compliance with service level agreements.
- Develop and implement strategic projects aligned to Council priorities, including significant refurbishment, improvement, community services, community engagement, climate change and sustainability initiatives.
- Ensure timely and effective implementation of Council decisions and provide members with accurate and comprehensive information and recommendations to support decision-making.
- Maintain awareness of local planning, development, emergency planning and regulatory frameworks, advising Councillors accordingly and ensuring Council responses to consultations are appropriate.

- Support Councillors by providing relevant training and information to enable them to fulfil their roles effectively.

2. Parish Council Meetings, Governance, and Reporting

- Prepare agendas and supporting reports in consultation with relevant members for Council and Committee meetings; attend and clerk meetings, ensuring minutes are accurate and published as per Standing Orders, committee ToR and recognised good practice
- Take overall responsibility for preparing clear, comprehensive and well-evidenced reports and briefing papers for the Council and its Committees, including strategic analyses, recommendations and background information to support informed decision-making by elected members
- Oversee and coordinate the timely submission of reports from other officers, liaising with same to ensure sufficient time for review and distribution prior to meetings in line with statutory deadlines and Standing Orders
- Review and refine reports to ensure clarity, consistency and relevance, facilitating Councillors' understanding of complex issues, options, risks and implications
- Act as the key liaison between officers and elected members to clarify report content, respond to queries and provide additional advice or information as needed
- Maintain a forward schedule of reporting deadlines and agenda planning to support smooth governance cycles and effective information flow
- Maintain strict confidentiality on non-public matters and ensure compliance with Data Protection and Freedom of Information legislation; act as the Council's Data Controller
- Ensure Council decisions are promptly communicated to relevant parties and acted upon.
- Manage correspondence and documents, responding or escalating as appropriate in line with Council policies
- Evaluate and summarise reports and data to support Council deliberations
- Ensure the Council's obligations for risk management are met, maintaining and updating the Risk Register and insurance cover
- Organise the Annual Parish Meeting including agendas, notices and attendance
- Monitor and review Council policies and procedures for effectiveness, recommend changes where necessary and ensure annual review and adoption by Council as appropriate

3. Financial Responsibilities

- Collaborate closely with the Responsible Financial Officer (RFO) to ensure robust financial and risk management compliance
- Support the RFO in budget preparation, financial forecasting and reporting to enable sound financial management and delivery of best value

- Oversee financial transactions within Council regulations, ensuring income and expenditure align with approved budgets and any deviations are reported
- Assist RFO with preparation and submission of Annual Governance and Accountability Returns (AGAR), VAT returns and ensure timely internal and external audits
- Advise on charges related to burial grounds, allotments and other Council services affecting income streams

4. Other Key Responsibilities

- Act as a representative of the Council, building positive relationships with residents, local authorities, external organisations and the media
- Promote the Council via its website and other communication channels, ensuring accurate, up-to-date public information and compliance with the Local Government Transparency Code
- With the RFO, oversee the management and record-keeping of the Council's burial ground and allotments, including financial administration
- Maintain custody and safekeeping of Council deeds, leases, contracts and other legal/confidential documents
- Maintain all necessary records and systems to ensure effective administration of Council affairs
- Ensure Council noticeboards are kept current with accurate details and timely posting of agendas and notices

Supervision and Guidance

The role is largely self-directed, with workload shaped by Council meeting cycles and priorities set by agendas and resolutions. The post holder must plan, prioritise and manage multiple tasks independently, reporting regularly to the Council.

Special Conditions

- Evening and occasional weekend work is required to attend meetings and events.
- The post requires maintaining strict confidentiality regarding Council business.
- The role is office based but some outdoor work is necessary such as site visits (e.g., allotments) in all weather conditions.
- Commitment to ongoing professional development and attendance at relevant training courses is expected.

Person Specification

Essential

- Strong general education, including minimum 3 A-levels and 5 GCSEs (including English and Maths).
- Proven senior leadership experience with responsibility for managing teams and budgets of £300,000 or more.
- Sound knowledge of local government law, governance practices, and statutory responsibilities relevant to Parish Councils.
- Demonstrated understanding of Health & Safety legislation and experience as a Responsible Person or equivalent role.
- Experience and responsibility as Data Controller or equivalent knowledge of data protection legislation (GDPR).
- Experience in managing public facilities and overseeing significant capital or refurbishment projects.
- Experience leading environmental, climate change, or sustainability projects.
- Excellent written and verbal communication skills; confident in advising elected members and engaging with stakeholders.
- Competent in Microsoft 365, Teams, and modern digital tools.
- Ability to work flexibly, including occasional evenings and weekends as required.
- Full UK driving licence.

Desirable

- CiLCA qualification or equivalent recognised qualification in community governance.
- IOSH or NEBOSH certification in health and safety management.
- Experience in project management and delivering public-facing services.
- Familiarity with planning systems, FOI requests, and GDPR compliance.

Accountability

The Parish Clerk and Proper Officer is accountable to the Chigwell Parish Council and must act in accordance with the Council's Standing Orders, financial regulations and statutory obligations.

Note: This job description is not exhaustive and may be reviewed and amended from time to time in consultation with the post holder.

PARISH CLERK: PERSON SPECIFICATION

	Essential	Desirable
Education / Qualifications	<p>Excellent general education to a minimum of 3 A-levels or equivalent plus a minimum 5 GCSE's to include English and maths grade C and above or equivalent.</p> <p>Completion of recognised management training</p> <p>Must be prepared to work towards a minimum of IOSH Managing Safely qualification within six months of appointment.</p> <p>Must be prepared to work towards a minimum of Certificate in Local Council Administration within eighteen months of appointment.</p>	<p>A qualification in Community Governance</p> <p>IOSH/NEBOSH Health and Safety management qualification</p> <p>Project Management qualification</p> <p>Completion of recognised management training courses within the public sector</p>
Previous work	<p>Operating within a legislative framework and/or reporting to a statutory body</p> <p>Proven ability to generate ideas, consider strategic issues and produce in depth strategic guidance, reports and recommendations for Council</p> <p>Significant experience of staff management at a senior level and team leadership, including application of personnel procedures</p> <p>Experience of advocacy and negotiation at a senior level</p> <p>Experience of maintaining operational and managerial health and safety compliance</p> <p>Experience in recording and delivering information for effective written reporting</p> <p>Data and records management, including working understanding of GDPR and FOI legislation</p> <p>Project management experience</p> <p>Proven financial and budget management experience with direct budget responsibility of £300K+</p> <p>Public facing experience</p>	<p>Experience of local government law and procedure</p> <p>Experience in customer/public engagement, development and management</p> <p>Experience in relationship marketing</p> <p>Familiarity with accounting systems including cash management & VAT</p>

Skills and knowledge	<p>Flexible team player with good interpersonal skills who can motivate and promote high levels of commitment and achieve results through others including external partners</p> <p>An exceptional attention to detail</p> <p>Excellent written and verbal communication skills</p> <p>Extensive IT skills</p> <p>Ability to manage own workload in the light of competing and changing priorities and organisational challenges.</p> <p>Extensive experience of Microsoft Office, M365 plus Microsoft Co-pilot or similar</p> <p>Experience in developing social media engagement, marketing and communications strategies</p> <p>Ability to work effectively within a regulatory framework.</p> <p>Confident public speaker</p> <p>Working knowledge of basic employment legislation</p>	<p>Working knowledge of the procedures, roles, duties and responsibilities of a Parish Clerk, a Parish Council and Councillors.</p> <p>Able to advise, support and communicate constructively with non-executive members</p> <p>Good local government / small Council legal knowledge with an ability to recognise the legal consequences of actions recommended by elected members</p> <p>Working knowledge of local government law, administrative and committee procedures.</p> <p>Experience or understanding of planning law and the planning system</p>
-----------------------------	--	---

	Essential	Desirable
Personal Qualities	<p>A commitment to transparency and openness in local government</p> <p>Flexibility of approach, open to innovative and creative ways of working</p> <p>A commitment to equal opportunities, diversity, achieving net zero targets and community engagement</p> <p>Ability to deal with a wide range of people with diplomacy and tact</p> <p>Proven assertiveness in managing a varied and diverse work environment, to demonstrate achievement of the organisation's strategies and plans</p> <p>Friendly and open with a "can-do" attitude</p> <p>Ability to work alone and as a member of a team</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and find solutions with a positive attitude</p> <p>Confident and able to deal with pressure</p>	<p>A strong commitment to local democracy and accountability to the community</p>
Other	<p>Ability to attend evening meetings and willingness to attend occasional weekend/ evening events when necessary</p> <p>Full clean driving license</p> <p>Willingness to undertake relevant training to enhance the role of Parish Clerk</p>	<p>Familiarity with the area in and around Chigwell</p>

Job Ad formats

Online e.g. Indeed/Reed:

Parish Clerk and Proper Officer of the Council

Salary: SCP 37-41 (£46,731-£50,788 as of 2024/25) plus public sector pension and benefits

Contract: Full Time, Permanent

Hours: 37 hours a week plus occasional evening meetings and weekend events

Location: Chigwell, Essex

Closing Date: Thursday 4 September

Interview Date: Week beginning Monday 8 September

Make a Real Difference in Local Governance

We are seeking an exceptional and forward-thinking **Parish Clerk and Proper Officer** to lead the strategic, operational and statutory functions of our Parish Council.

The Parish Clerk and Proper Officer is not a traditional clerical role, you'll be the Council's Chief Executive. We are seeking a highly capable individual to lead our team, manage major budgets, drive projects, ensure compliance and guide elected members on complex legal and strategic decisions.

Are you an experienced leader with the vision, drive and integrity to make a real difference? This is your chance to step into a high-impact leadership role at the heart of local democracy where your strategic thinking, people management skills and public service ethos will directly shape the future of Chigwell.

This is a role for someone who thrives on variety, challenge and purpose.

Why This Role Stands Out

- **Leadership at the Highest Local Level** - the successful applicant will be the Council's most senior officer, with full responsibility for strategy, staffing, governance, finance and service delivery
- **Shape a Community's Future** - support Councillors in developing innovative policies and leading transformational projects
- **Real Influence and Tangible Results** - see the direct impact of your work on residents, infrastructure, and local wellbeing
- **Collaborative, Values-Driven Culture** - work alongside passionate elected members, staff and partners committed to sustainability, inclusivity and progress
- **Professional Growth** - build your qualifications and leadership credentials with access to training, professional support and the opportunity to earn sector-specific certifications (e.g. CiLCA, IOSH)

The Essentials You'll Bring

- A strong general education (minimum 3 A-levels and 5 GCSEs incl. English & Maths).
- Proven leadership and strategic planning experience in a complex, regulated environment.
- Direct responsibility for managing teams, operations, and a budget of at least £300K.
- Skilled in financial planning, compliance and writing reports that shape decisions.
- Excellent communication and interpersonal skills - you'll be the voice and face of the Council.
- Highly competent in IT (Microsoft 365, Teams, digital tools like Copilot).
- A clear understanding of governance, transparency, data protection and public accountability.

Desirable (But Not Essential)

- CiLCA or a qualification in Community Governance.
- IOSH/NEBOSH certification
- Project management qualifications or experience delivering public-facing projects.
- Familiarity with local government law, planning systems and FOI/GDPR frameworks.

The Person We're Looking For

You're a confident and creative leader, calm under pressure and passionate about public service. You bring integrity, diplomacy and a people-first mindset to every decision. You're equally comfortable advising Councillors in a meeting as you are shaping the Council's next five-year plan or guiding a local stakeholder partnership.

Other Requirements

- Willingness to work occasional evenings/weekends.
- Full, clean UK driving licence.
- Commitment to ongoing professional development.

Apply Now

If you're excited about leadership in local government, we want to hear from you. For a full application pack or informal discussion, contact:

recruitment@chigwellparishcouncil.gov.uk

Tel: 020 8501 4275

LinkedIN

Lead with Purpose in Local Government

Parish Clerk & Proper Officer (Chief Executive Role)

Salary: SCP 37-41 (£46,731-£50,788 as of 2024/25) plus public sector pension and benefits

Contract: Full Time, Permanent

Hours: 37 hours a week plus occasional evening meetings and weekend events

Location: Chigwell Parish Council

Closing Date: Thursday 4 September

Interview Date: Week beginning Monday 8 September

Are you a strategic thinker with proven leadership experience? Ready to step into a Chief Executive-level role where your work shapes policy, empowers communities, and drives real impact?

Chigwell Parish Council is seeking a dynamic, forward-thinking Parish Clerk & Proper Officer - our most senior officer - to lead the Council's operations, governance, strategy and staff.

This is not a clerical role, it's a pivotal executive leadership position within the local government sector.

What You'll Be Doing:

Advising and supporting Councillors at a strategic level

Leading a multidisciplinary team and managing a budget of £300K+

Driving projects, partnerships, compliance and service delivery

Acting as the Council's legal and procedural expert

Being the face of the Council to the public, partners and stakeholders

What We're Looking For:

Proven experience in senior management, governance or public sector leadership

Excellent communicator and confident public speaker

Financially astute, IT-savvy (M365/Co-pilot) and GDPR-aware

Driven, diplomatic and passionate about community outcomes

Educated to A-level or above with a willingness to gain sector-specific qualifications (CiLCA, IOSH)

Website ad format

We're Hiring: Parish Clerk and Proper Officer (Chief Executive Role)

Salary: SCP 37-41 (£46,731-£50,788 as of 2024/25) plus public sector pension and benefits

Contract: Full Time, Permanent

Hours: 37 hours a week plus occasional evening meetings and weekend events

Location: Chigwell, Essex

Closing Date: Thursday 4 September

Interview Date: Week beginning 8 September

Lead with Purpose and Make a Lasting Impact on Your Community

Chigwell Parish Council is seeking a forward-thinking, highly capable **Parish Clerk and Proper Officer** to take on the Council's most senior executive role. You'll be responsible for leading our staff team, supporting elected members, ensuring legal compliance, managing public services and delivering our ambitious vision for the future.

This is **not an administrative or clerical role**, it is a **leadership post**, equivalent to a Chief Executive Officer in a small, highly engaged public organisation.

You will be the Council's principal adviser, manager and policy implementer, a trusted figure at the centre of local democratic life, accountable for good governance, effective decision-making and community engagement.

What the Role Involves

- Acting as the Council's Chief Executive and Proper Officer, ensuring the smooth running of all council operations
- Supporting, advising, and working closely with elected Councillors on legal, procedural, financial and strategic matters
- Leading and managing a team of staff, external contractors and partnerships
- Overseeing financial administration of a significant budget (£300K+), including project delivery and grant management
- Ensuring health and safety compliance, regulatory responsibilities and legislative adherence (GDPR, FOI, employment law, etc.)
- Representing the Council at public meetings, with partner organisations and within the wider community

What We're Looking For

Essential

- A strong general education: minimum 3 A-levels and 5 GCSEs (including English and Maths, Grade C or above or equivalent)
- Significant experience in a senior leadership role with strategic oversight responsibilities
- Demonstrated experience in staff management, budget handling and governance
- Ability to write clear, concise reports and offer strategic advice to decision-makers
- Strong knowledge of legislation, risk, data protection and compliance
- Confident communicator, public speaker and relationship-builder
- High level of digital proficiency, including Microsoft 365, Teams and digital collaboration tools
- Willingness to undertake key sector qualifications (e.g., IOSH Managing Safely and CiLCA)

Desirable

- Qualification in Community Governance or CiLCA
- IOSH/NEBOSH Health & Safety certification
- Familiarity with local government law and planning procedures
- Project management or leadership training (ideally public sector)
- Experience with local government finance, engagement, and community-led initiatives

Personal Qualities

We are looking for someone who is:

- Strategic, solutions-focused, and proactive
- Diplomatic, approachable, and collaborative
- Committed to transparency, inclusion, and sustainability
- Resilient under pressure and motivated to make a difference

Additional Requirements

- Flexibility to attend evening meetings and occasional weekend events
- A full, clean UK driving licence
- A commitment to ongoing professional development

Apply Now

This is an exciting opportunity for someone who wants to lead with purpose, serve their community, and drive innovation in local government.

To request an application pack or arrange an informal conversation about the role, please contact:
recruitment@chigwellparishcouncil.gov.uk

Tel: 020 8501 4275

Chigwell Parish Council is an equal opportunities employer. We welcome applications from all suitably qualified individuals regardless of background, belief, or identity.

Social Media post

NOW HIRING: Parish Clerk & Proper Officer (Chief Exec Role)





Chigwell Parish Council

Competitive Salary plus excellent benefits

We're not looking for a clerk...

We're looking for a leader

Are you ready to:

-  Drive community strategy
-  Lead people & manage budgets (£300K+)
-  Advise Councillors on key decisions
-  Be the voice of local democracy

This is the senior executive role at the heart of our Council, perfect for someone with strategic thinking, people leadership and a passion for public service.



Apply by: Thursday 4 September



[link to full job application pack]

#Leadership #NowHiring #PublicSectorJobs #LocalGovernment #ParishClerk
#CommunityLeadership #StrategicRole #Chigwell

The Guardian Public Sector Recruitment pages

Parish Clerk and Proper Officer of the Council

Chigwell Parish Council

Salary: SCP 37-41 (£46,731-£50,788 as of 2024/25) plus public sector pension and benefits

Hours: Full-time, 37 hours per week (plus evening meetings)

Location: Chigwell, Essex

Closing date: Thursday 4 September 2025

Interview date: Week commencing Monday 8 September 2025

Make a Real Difference in Local Governance

Are you a strategic leader with the skills, experience and passion to influence meaningful change? Chigwell Parish Council is seeking an exceptional individual to take on the pivotal role of **Parish Clerk and Proper Officer**, the Council's Chief Executive.

This is not a traditional clerical post. As the most senior officer of the Council, you'll lead our dedicated team, manage significant budgets, oversee key projects and guide elected members through complex legal, financial and strategic matters. It's a rare opportunity to play a leading role in shaping the future of one of Essex's most high profile communities.

Why Join Us?

- **Lead at the Highest Local Level**
Take full executive responsibility for strategy, governance, staffing, finance and service delivery
- **Deliver Tangible Community Impact**
See the real-world results of your leadership in local services, infrastructure and resident wellbeing
- **Drive Innovation and Change**
Work with elected members to shape progressive policies and oversee transformational projects
- **Collaborate in a Values-Led Culture**
Join a team committed to transparency, sustainability and inclusive decision-making
- **Develop Professionally**
Access training, sector-specific qualifications (e.g. CiLCA, IOSH), and leadership development opportunities

What You'll Bring

- A strong general education (minimum 3 A-levels and 5 GCSEs incl. English & Maths)

- Proven experience in senior leadership and strategic planning, ideally in a regulated environment
- Direct responsibility for managing teams and budgets of at least £300,000
- Expertise in financial planning, governance, compliance and policy development
- Excellent interpersonal and communication skills, you will be confident advising councillors and engaging stakeholders
- Strong IT skills (Microsoft 365, Teams and modern digital tools)

Desirable Skills

- CiLCA or a recognised qualification in Community Governance.
- IOSH or NEBOSH health and safety certification.
- Experience in project management and public-facing service delivery.
- Understanding of local government law, planning systems and FOI/GDPR.

About You

You're a confident and forward-thinking leader, passionate about public service and dedicated to making a difference. You bring integrity, resilience and a people-first approach to everything you do, from shaping strategic plans to guiding day-to-day operations.

Other Requirements

- Willingness to work occasional evenings and weekends.
- Full UK driving licence.
- Commitment to ongoing professional development.

Apply Now

If you're excited by the opportunity to lead at the heart of local democracy, we want to hear from you.

For an application pack or to arrange an informal conversation, contact:

recruitment@chigwellparishcouncil.gov.uk

Tel: 020 8501 4275