



# *CHIGWELL COUNCIL PARISH*

## **CONFIDENTIAL**

Candidate Information Pack

**CHIGWELL PARISH COUNCIL IS AN EQUAL  
OPPORTUNITIES EMPLOYER**

**CVs are not accepted and online applications are preferred - please use the link in this pack  
to apply online**

**Should you experience any technical problems please contact**

**[recruitment@chigwellparishcouncil.gov.uk](mailto:recruitment@chigwellparishcouncil.gov.uk)**

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## 1. Advertisement

### DETAILS

**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 25 September

**Interview Dates:** End of September/early October

### 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:

Tel: 020 8501 4275

For an informal discussion about the post contact Chigwell Parish Council Hainault Road, Chigwell, IG7 6QZ, telephone 020 8501 4275 or email:

[recruitment@chigwellparishcouncil.gov.uk](mailto:recruitment@chigwellparishcouncil.gov.uk)

**Online applications are preferred - please use the following link to apply online**

**[Online Application Form](#)**

**Alternative, please use the QR to link to the application form**



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## **2. 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.

#### **STATEMENT**

**This job description will be agreed between the post holder and the Parish Council to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.**



### 3. Person Specification – Clerk

Chigwell Parish is an equal opportunities employer. The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation

#### **PARISH CLERK: PERSON SPECIFICATION**

	Essential	Desirable
<b>Education / Qualifications</b>	<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>

<p><b>Previous work</b></p>	<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 &amp; VAT</p>
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<b>Skills and knowledge</b>	<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>
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	Ess enti al	Des irab le
<b>PersonalQualities</b>	<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>
<b>Other</b>	<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>



#### **4. Chigwell Parish Council - Roles and Responsibilities of the Council**

Chigwell Parish Council is a local government body that represents the interests of residents within the Chigwell parish boundaries. The council's responsibilities include managing local amenities, providing community services, and representing the views of the local community to higher tiers of government.

The councillors of the Chigwell Parish Council are elected by residents in the parish and serve as representatives of their communities. They work together to make decisions on matters such as planning applications, local events, and the maintenance of public spaces. Councillors also act as a point of contact for local residents to raise concerns, share their views, and receive information about council activities.

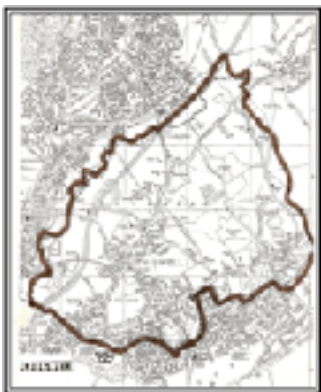
In addition, councillors are responsible for ensuring that the council operates in accordance with the law and good governance principles, and that it is financially responsible and accountable to its constituents. They play a crucial role in shaping the future of the local community by representing the interests and views of residents and making decisions that benefit the community as a whole.

The Parish Council is composed of eleven members. All members are elected for a four-year term. The Chair and Vice Chair plus Committee Chairs are appointed at the Parish's Annual meeting each May.

The Parish Council has three members of staff based at the Offices in Hainault Road, Chigwell and three staff members are located at Chigwell Cemetery in Manor Road, Chigwell.

The Full Council, the Finance, Governance, Personnel and the Community Service and Assets and Services Committees convene regularly.

The times and dates for all meetings can be seen on the website along with agendas and minutes. All meetings, including the Annual Parish Assembly, are held at the Parish Council offices located at Hainault Road, Chigwell. The Annual Parish Assembly is scheduled in May 2026





## **5. Job Application Form - CONFIDENTIAL**

**Online applications are preferred - please use the following link to apply online**

**[Online Application Form](#)**

**Alternative, please use the QR to link to the application form**



**Chigwell Parish Council are an equal opportunities employer and we request you complete an Equal Opportunities Monitoring Form. This form will be separated from your application and used solely for statistical monitoring. Completion is voluntary.**

**[Equal Opportunities Monitoring Form](#)**