

ALMONDSBURY PARISH COUNCIL

Recruitment of Parish Clerk

SC point LC2 (above substantive benchmark range) 29-32, 25 hours per week.

£39,862 to £42,839 pro rata, depending on qualifications and experience.

Local Government Pension Scheme.

Almondsbury Parish Council is seeking to appoint a highly organised and committed Parish Clerk to undertake this key role, and be responsible for all day-to-day organisation and management of the Council's services.

A sound knowledge of local government law and procedures is desirable. The Certificate in Local Council Administration (CiLCA) qualification is preferred, or a willingness to attain it within 12 months from the start of your employment.

Almondsbury Parish Council offers flexible hybrid working arrangements, combining time in the office with working from home. Attendance at evening meetings will be required.

Method of application: Submission of CV and covering letter, plus the name and contact details of 2 referees.

Closing date: 12 noon on Monday 24th November 2025. Email and postal applications are accepted. Please mark your email or envelope with "Parish Clerk Application".

Interviews to take place at the Council Offices during the w/c 8th December.

The starting date will be agreed with successful candidate, ideally during January 2026.

For further information, or an informal chat about this role, please contact clerk@almondsburyparishcouncil.gov.uk, or ring 01454 610236 - leave a message and your call will be returned.

Lois Stock, Parish Clerk

Almondsbury Parish Council, 24A Gloucester Road, Almondsbury, Bristol. BS32 4HA