



PARISH CLERK VACANCY

New Frankley in Birmingham Parish Council

Are you organised, approachable and passionate about supporting your local community?

New Frankley in Birmingham Parish Council is looking for an enthusiastic and committed **Parish Clerk** to join our team.

This is an exciting opportunity for someone who enjoys working with people, supporting councillors and helping make a positive difference to the local community.

The role

Hours: 60 hours per month

Location: The post is office-based at New Frankley in Birmingham Parish Council, 12 Arden Road, Frankley, B45 0JA

Salary: WALC SCP 17 - Currently £17.71 per hour (dependant on experience / qualification)

A higher rate may be offered depending on relevant experience, qualifications and particularly where the candidate holds the CILCA (Certificate in Local Council Administration) qualification.

Contract: Permanent

The Parish Clerk is responsible for the day-to-day administration and smooth running of the Parish Council, working closely with councillors, residents and local organisations.

We are looking for someone who:

- Is organised, reliable and able to work independently
 - Has excellent communication and administration skills
 - Is confident dealing with residents, councillors and members of the public
 - Has good IT and Microsoft Office skills
 - Can manage competing priorities and meet deadlines
 - Has an understanding of local government and Parish Council procedures
 - Is approachable, professional and community-focused
 - Has previous experience in administration, local government or a similar role
- CILCA (Certificate in Local Council Administration) qualification is preferred**, although we would welcome applications from candidates who have relevant experience and are willing to undertake the qualification.

Key responsibilities include:

- Managing the day-to-day administration of the Parish Council
- Preparing agendas, minutes and meeting documentation
- Supporting the Parish Council and its committees
- Liaising with councillors, residents, Birmingham City Council and other organisations



- Managing correspondence and enquiries
- Maintaining council records and documentation
- Supporting the preparation and monitoring of budgets and finances
- Assisting with community projects, events and initiatives
- Ensuring the Council operates in accordance with relevant legislation and procedures
- Helping to promote the work of the Parish Council within the community

Why join us?

New Frankley in Birmingham Parish Council is committed to making a real difference to the local community. We are looking for someone who can bring enthusiasm, professionalism and fresh ideas to the role and help us continue to develop our work for local residents.

If you are someone who enjoys making a difference, working with people and being part of a community-focused organisation, we would love to hear from you.

How to apply

Please send your CV and a covering letter outlining your relevant experience and why you would like to become Parish Clerk to:

assistantclerk@newfrankleyinbirminghamparishcouncil.gov.uk

Closing date: 6th November 2026

New Frankley in Birmingham Parish Council is committed to equality of opportunity and welcomes applications from all suitably qualified candidates.