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WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Vacancy for Part-time Assistant Clerk

9 hours per week, mix of office based (Westhampnett) & remote with flexible hours.

The Parish Council seeks an enthusiastic, organised and diplomatic person to work in the Parish Office, alongside the Parish Clerk. Suitable candidates will have a successful track record in responsible administrative roles. Experience of dealing with the public, meetings, administration and a keen eye for detail are essential. Previous experience in a similar role is desirable but not essential.

The job offers varied and interesting work and the opportunity to develop a range of skills and take on additional responsibilities. You will work at the heart of the community and make a positive difference to resident's lives.

We are a friendly and supportive team. We offer flexible working – office based/remote and take a constructive approach to covering school holidays/caring responsibilities.

The salary will be in the range of £14 – £16 per hour (dependant on experience)

Please contact the Westhampnett Parish Council Clerk, Beccy Anderson for an Application Form, Job Description and Person Specification and/or an informal chat about this role,

Email: clerk@westhampnett-pc.gov.uk or Telephone: 07354 990243

Applications should be made in writing, with a completed application form and curriculum vitae and emailed to clerk@westhampnett.gov.uk or, posted to: Westhampnett Parish Council, Westhampnett Community Hall, Hadrian Drive, Westhampnett, PO18 0FP.

Closing date: 9am 06/03/2026

Interviews: Week commencing 16/03/2026

Start Date: April 26