

Parish Clerk Vacancy

Would you like to know what is going on in the Priston Parish and be involved in the running of your local community? Could you spare an average of 8 hours a week to keep the Council up to date with planning applications and B&NES activities? After 7 years the current Parish Clerk wishes to move on to different activities. The post attracts a salary of between £26,403 and £31,022 full time equivalent, depending on knowledge and experience. For 8 hours a week that is from £5,709 a year ((£475.73 a month), to £6,707 a year (558.95 a month), or an hourly rate of £13.69 to £16.08.

There are 5 ordinary meetings a year, an AGM and Annual Parish Meeting to be advertised and minuted, as well as occasional extra planning meetings. The Parish Clerk is also the Responsible Finance Officer for the Parish, which requires managing a small budget and bank account. A laptop is provided and the current postholder is happy to provide a handover.

If you are interested please contact Jocelyn Nichols on 07734069751 or parishclerk@priston.org.uk. Closing Date 15 April 2026.

Closing date for applications - 15 April 2026