



**Timsbury Parish Council
Clerk to the Council**

An exciting opportunity has arisen for a community-minded and motivated person to take on the post of Parish Clerk supporting Timsbury Parish Council, managing its many services, and aiding with new ventures for the community. Timsbury village is based in rural Somerset with a vibrant community of around 2,500 people, 7 miles from the World Heritage city of Bath

The Parish Clerk is responsible for the administrative management of Parish Council affairs, ensuring statutory compliance, advising the Parish Council on governance matters and attending Council meetings.

The successful candidate will need to be confident in the use of IT and standard Office software, be flexible, forward-thinking and be able to develop ideas. They should have relevant experience as a Parish Clerk or in local government. The role also involves line management of the Co-ordinator of the Timsbury Community Library and the management of contracts for supplies and services.

The post is 24 hours per week and will involve some evening work. It is office-based but occasional home working will be allowed where necessary. Pay will be in accordance with the National Joint Council (NJC) LC2 pay scale SCP 18-28, (£31,537-39,152 *pro rata*) depending on qualifications and experience.

Applications are invited from friendly and positive individuals who are well-organised with an eye for detail and with an interest in community life.

To request a full job description and application form, please contact Angela Wilson, Parish Clerk. Email: parishclerk@timsburyparish.gov.uk

Further information on Timsbury Parish Council can be found at www.timsburyparish.gov.uk/parishcouncil

Closing date for applications: Monday 17 August 2026 at 9am.

If you would like to discuss the role please contact:

Chairman@timsburyparish.gov.uk