

# **SWINDON PARISH COUNCIL**

## **About Swindon Parish Council**

Swindon Parish Council is one of the five parish councils of Cheltenham. The Parish is entering a period of major transformation. With the development of Elms Park, the local population is expected to triple over the next decade. This growth brings exciting opportunities as well as important challenges.

Alongside this, the forthcoming move to a unitary authority is likely to see the Parish Council assume greater responsibilities, from managing green spaces to delivering wider community support.

We recognise that the Council's role must evolve to meet the needs of our changing Parish. To do this, we are seeking to build a team to support our elected councillors. The Parish Clerk is the foundational position of this future team, guiding the Council through this period of growth and change.

## **About the Role**

The Clerk is the Council's chief officer. The Clerk:

- Implements the Council's decisions,
- Manages the Council's projects,
- Advises the Council on legal matters,
- Administers the Council's finances,
- Organises the Council's procedures,
- Gathers information to help the Council make decisions,
- Attend and record Council meetings including monthly evening meetings,
- Raises the profile of the Council in the local community,
- Guides the Council as it engages with its residents,
- Negotiates with other organisations.

The Clerk is the Council's Proper Officer and Responsible Financial Officer (RFO).

## **About you**

The Council is looking for a motivated and well-organised individual to become the Parish Clerk to our enthusiastic and proactive Council.

You should be able to demonstrate:

- Strong organisational skills with the ability to manage agendas, meetings, and deadlines.
- Excellent written and verbal communication, including accurate minute-taking.
- Financial competence for budgeting, monitoring, and audit support.
- Confident user of digital tools, office software, and online platforms.

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- Ability to build positive relationships with a wide range of stakeholders and the public,
- Ability to work independently with minimal supervision to implement Council decisions,

Ideally you will have a background in a similar local authority role.

You will preferably be able to demonstrate:

- A good understanding of local government law, procedures, and governance.
- A good understanding of the National Planning Policy Framework.

### **What you can expect from us**

- A starting salary of SCP7 to SCP12 (pay scale range £25,584 to £27,711) pro rata based on 18.5 hours per week FTE 37 hrs (the exact grade to depend on your skills, qualifications and experience).
- A working from home allowance of £26 per month, reimbursement of out of pocket expenses and travel outside the parish.
- A holiday allowance equivalent to 25 days per annum FTE pro rata.
- Funding for any agreed training, including Certificate in Local Council Administration (CiLCA) Level 3.
- A supportive team working environment.

A full job description available from the [parish.clerk@swindonparish.org.uk](mailto:parish.clerk@swindonparish.org.uk).

Please forward your CV to: [parish.clerk@swindonparish.org.uk](mailto:parish.clerk@swindonparish.org.uk). Closing date for applications is 12<sup>th</sup> March 2026, and interviews will take place through March 2026.