

RECRUITMENT INFORMATION PACK

South Littleton Parish Council

Appointment of Parish Clerk & Responsible Financial Officer (RFO)

Welcome

Thank you for your interest in the position of Parish Clerk and Responsible Financial Officer (RFO) with South Littleton Parish Council.

We are looking for a motivated, organised and community-minded individual to become an important part of our Council and village.

This pack has been prepared to provide prospective applicants with information about South Littleton Parish Council, the role itself, the employment package and the recruitment process.

We hope it gives you a flavour of our village, our ambitions and the opportunity this role presents.

If you would like an informal discussion about the position, please contact:

Shannon Cawood

Chair

South Littleton Parish Council

shannon@southlittleton.org.uk

About South Littleton

South Littleton is a thriving village in the Wychavon district of Worcestershire with a population of approximately 1,900 residents.

The village benefits from a strong community spirit, a wide range of local organisations and clubs, excellent recreational facilities and an active programme of community events throughout the year.

South Littleton Parish Council plays an important role in supporting the local community, maintaining and improving village assets, representing residents' interests and working with partner organisations to deliver positive outcomes for the parish.

The Council is ambitious, proactive and keen to build upon the strong sense of community that already exists within the village and is committed to the Civility and Respect Pledge and seeks to maintain positive, professional and respectful working relationships.

About South Littleton Parish Council

The Parish Council consists of nine elected councillors who work on behalf of the community.

The Council meets monthly (except August) and is supported by the Clerk as its Proper Officer and Responsible Financial Officer.

The Council is committed to good governance, transparency and community engagement and actively seeks opportunities to improve village life and support local initiatives.

Current Priorities

The Council is currently focused on:

- Improving communication and engagement with residents.
- Supporting local community groups and initiatives.
- Maintaining and improving parish assets and facilities.
- Developing partnerships with local organisations and authorities.
- Delivering projects that enhance village life and support community wellbeing.
- Promoting road safety initiatives including administration of the Vehicle Activated Sign (VAS) system.
- Ensuring strong governance, financial management and transparency.

The successful candidate will have the opportunity to contribute ideas and provide professional support to help the Council deliver these priorities.

About the Role

The Parish Clerk is the Council's Proper Officer and principal adviser.

The Clerk is responsible for supporting the Council in operating lawfully, efficiently and effectively and for implementing Council decisions.

As Responsible Financial Officer, the post holder is responsible for the proper administration of the Council's finances.

The role combines governance, administration and financial management with communications, community engagement and support for local initiatives and projects.

Key Responsibilities

The successful candidate will:

- Support the Council's governance and decision-making processes.
- Prepare agendas, reports and minutes.
- Manage Council correspondence and records.
- Maintain financial records and provide financial information and reports to support Council decision-making.
- Administer planning consultations and support councillors in considering planning applications and submitting responses.
- Maintain and develop the Parish Council website.

- Support resident communications and public information.
 - Build positive relationships with local organisations and stakeholders.
 - Provide administrative support to community initiatives and projects.
 - Administer the Council's Vehicle Activated Sign (VAS) system.
 - Manage the Council's storage facilities, asset register and inventories.
 - Support the Council in identifying opportunities to improve services and community engagement.
-

Hours and Working Arrangements

The position is home-based.

The contracted hours are:

50 hours per calendar month
(approximately 12 hours per week)

Working hours are flexible and can be arranged around the needs of the Council and the successful candidate.

Attendance is required at:

- Monthly evening Parish Council meetings (except August).
 - Occasional additional meetings where required.
 - Relevant training events.
 - Community events where attendance is reasonably required.
 - Village surveys and contractor meetings etc.
-

Salary and Benefits

Salary: LC2 SCP 24–28 (£35,412–£39,152 FTE), pro rata for 50 hours per month.

Appointment within the range will depend upon qualifications, experience and suitability for the role.

Benefits include:

- Membership of the Local Government Pension Scheme.
 - Annual leave entitlement in accordance with NJC terms and conditions (currently 23 days plus public holidays, pro rata, increasing with length of service).
 - Mileage and approved expenses reimbursement.
 - Training and professional development support.
 - Flexible home-working arrangements.
-

Training and Development

South Littleton Parish Council is committed to supporting professional development.

The successful candidate will be encouraged to attend relevant training courses and professional development opportunities.

The successful candidate will either hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards achieving the qualification within an agreed timescale following appointment.

Information Governance and Working Practices

The Parish Council is committed to maintaining high standards of governance, transparency and information management.

The successful candidate will be expected to:

- Use Council-approved systems for Council business.
- Conduct Council business through Council email accounts.
- Maintain accurate records and documentation.
- Protect confidential and sensitive information.
- Comply with data protection and information governance requirements.

The Council operates structured arrangements for recording working hours, annual leave and sickness absence to ensure transparency and effective workforce management.

Probation Period

The appointment is subject to a six-month probationary period.

Formal review meetings will normally take place during the probation period to provide support, review progress and identify any training requirements.

Successful completion of the probationary period will be confirmed in writing.

Recruitment Timetable

Applications Open: 25 June 2026

Closing Date: 17 July 2026

Expected Start Date: September 2026

Selection Process

Applications will be assessed against the Job Description and Person Specification.

Shortlisted candidates will be invited to interview and may be asked to undertake a practical assessment relevant to the role.

References and other pre-employment checks will be completed before any formal offer of employment is confirmed.

How to Apply

Applications must be submitted using the [Council's application form](#).

CVs may be submitted by email to shannon@southlittleton.org.uk in support of an application but will not be accepted as a substitute for the application form.

Equal Opportunities

South Littleton Parish Council is committed to equality of opportunity and welcomes applications from all suitably qualified candidates.

Recruitment decisions will be based solely on merit, experience, skills and the requirements of the role.

Data Protection

South Littleton Parish Council processes personal information in accordance with its Privacy Notice. Applicants should read the Council's Privacy Notice before submitting an application. Information supplied during the recruitment process will be used only for recruitment, selection and employment-related purposes. The Privacy Notice can be found [here](#).

We look forward to hearing from you.