Poringland Parish Council

Assistant / Trainee Clerk

Based at Poringland Community Centre - 37 hours per week
Salary range SCP 13 - 17 (currently £30,023 - £32,046 per annum)

An exciting opportunity to build a career in local government and make a real difference to our community.

Poringland Parish Council is looking for a motivated, enthusiastic and community-minded individual to join our team as Assistant/Trainee Clerk. The role offers a varied and rewarding mix of administration, finance, communication and community engagement, making it an excellent opportunity for someone looking to develop their skills and build a career in local government.

Working closely with staff and councillors, you will help ensure the effective day-to-day running of Council services and support the delivery of local projects and initiatives.
Your responsibilities will include:

- **Responding to parishioner enquiries, providing updates and helping residents access information and services.**
- **Managing a range of administrative tasks, office functions and workstreams.**
- **Assisting with financial administration, including reconciliations and other finance-related activities.**
- **Coordinating internal and external communications to keep residents, councillors and the community informed.**
- **Providing support to Council working groups (including some Wednesday evening meetings).**
- **Supporting learning and development for yourself and the wider team.**

We are looking for someone who is energetic, proactive, and keen to make a positive contribution to the local community. They must enjoy working with people, be a confident communicator (written and verbal), and be highly numerate. They must have strong IT skills, take pride in delivering quality work, and have a positive and resilient attitude.

Joining Poringland Parish Council means becoming part of a community-focused team where your contribution can have a tangible impact on local people and services.

In return, we offer a challenging and rewarding role with varied responsibilities, and great opportunities for development and career progression. We also offer access to the Local Government Pension Scheme, and 29 days annual leave (plus bank holidays).

For further information please contact:

Mr Ben Bethell – Clerk to Poringland Parish Council
c/o Poringland Parish Council
Community Centre, Overtons Way
Poringland, Norfolk, NR14 7WB

Telephone: 01508 492182
Email: clerk@poringland-pc.gov.uk
Web: www.poringland-pc.gov.uk

To apply for this position, please send your CV and a covering letter to the Clerk.

**** CLOSING DATE FOR APPLICATIONS – FRIDAY 6th NOVEMBER 2026 * ASSESSMENT SESSION (by invitation) – FRIDAY 13th NOVEMBER 2026 * INTERVIEWS - WEEK COMMENCING MONDAY 23rd NOVEMBER 2026 ****