



Job Advertisement

Marden Parish Council

Parish Office, Goudhurst Road, Marden, Kent TN12 9JX

An exciting opportunity has arisen for a Deputy Clerk at Marden Parish Council

24 hours per week (Monday, Tuesday, Thursday and Friday)

Some evening work and flexibility is required

Salary Range from NJC SCP 9 £27,254 to NJC SCP 12 £28,598 (based on a full-time post of 37 hours) - Hourly rate is £14.13 to £14.82

Marden Parish Council is looking to provide you with an opportunity to develop a rewarding professional career in the most important tier of local government.

The post holder will be expected to carry out duties relating to the work of Marden Parish Council and to deputise for the Clerk in her absence. The Deputy Clerk (acting as the Clerk) is under a statutory duty to carry out all the proper functions, and in particular to serve or issue notifications required by law of a local authority's Proper Officer.

As well as being a friendly, enthusiastic, confident and calm individual, we are looking for someone who:

- Has excellent people skills, including the ability to work with Councillors, members of the public, third party organisations and other members of staff;
- Is proficient with the use of email, Microsoft Word, Excel and other Office applications;
- Is able to manage a website and use social media accounts;
- Is able to use software to edit the Parish Council newsletter;
- Is flexible to attend meetings, consultations, information events and other events for, or on behalf of, the Parish Council;
- Can manage projects on behalf of the Parish Council and organise events;
- Is an accurate record keeper, well organised and able to meet deadlines;
- Has the ability to support and deputise for the Clerk when required;
- Will undertake all other duties as may be reasonably required.

The job is office based and the successful candidate, if not already held, would be expected to work towards obtaining the Certificate in Local Council Administration (CiLCA) once they have completed the initial six-month probation period.

Please contact Ali Hooker, via phone or email (see below) if you would like to know more about the Parish Council, the position or would like an application pack. An application pack can also be downloaded from [News Articles – Marden Parish Council](#)

The closing date for return of applications is **5pm on 20th July 2026** with interviews to be held during the weeks commencing 17th and 24th August 2026.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

01622 832305 / 07376 287981

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

MPC Deputy Clerk Job Description 2026

