

Job Vacancy

Name of Council	South Hykeham Council
Job Title	Assistant Clerk (part-time)
Vacancy Statement	South Hykeham Parish Council has a vacancy for an Assistant Clerk employed for 6 hours per week. Core working hours and days to be agreed with the post holder.
Requirements	South Hykeham Parish Council is seeking a motivated and organised Assistant Clerk to support the effective running of our council operations. This is an excellent opportunity for someone who is community-minded, professional, and eager to contribute to local governance. <u>Key Responsibilities</u> Provide administrative and clerical support to the Council Clerk. Assist with preparing agendas, reports, and meeting minutes. Support the coordination of council meetings, events, and public communications including the Parish Council website.
Salary	NJC Local Government Services 2026/27 National Salary Scales LC1 (7-12) substantive benchmark range. Starting point dependent upon experience and qualifications £27,274 - £29,542 pro rata £14.14 - £15.31 hourly rate
Hours	6 hours per week
Place of work	Working from home but occasional attendance at evening meetings required as required by the Council.
Please apply by sending your CV to: parish-clerk@south-hykeham-pc.gov.uk	
Contact	Carolyn Wilkinson
Position	Clerk and Responsible Finance Officer
E-mail	parish-clerk@south-hykeham-pc.gov.uk
Telephone	07986 039813
Closing date for applications:	8 th November 2026

Further information about this role can be found at:
<https://south-hykeham.parish.lincolnshire.gov.uk/>

Prior to submission to LALC – which vacancy recruitment advertisement service do you want?

- ☐ Free – advert on LALC website/ ENews until closing date but may be extended.