



POSTAL ADDRESS: Wavendon Parish Office (Wavendon
Community Centre, 29 Walton Road, Wavendon
T: 01908 229246
E: Clerk@wavendonparishcouncil.gov.uk

DEPUTY PARISH CLERK
PART TIME: 25 hours per week
Salary: £32,061 to £37,280 (NJC Salary Scale SCP 19 to 26)

If you are community minded, organised, proactive and committed to maintaining high standards, we would love to hear from you.

Wavendon Parish Council is seeking a competent Deputy Parish Clerk to join its small team of community minded individuals. This dynamic new role requires someone who can effectively manage a variety of tasks, supporting the Parish Clerk.

Bringing our community together is a key priority for the Council and the post holder will play a major role in the development of a community engagement programme and volunteer strategy. The postholder will be keen to organise new activities and develop new initiatives, encouraging community cohesion within the parish.

You will be experienced in undertaking general administrative tasks and possess basic Microsoft Office skills. You will help to establish new allotment sites, liaising with allotments tenants and carry out plot inspections, ensuring tenants comply with their tenancy agreements.

Working hours are 25 per week, which on occasion, requiring flexibility and on occasion will include working hours outside standard office hours. The postholder will have the option to join the Local Government Pension Scheme.

To apply, send your CV to Lesley Sung at Clerk@wavendonparishcouncil.gov.uk. Closing date for applications is 30 March 2026. Interviews are intended to commence week beginning 6 April 2026. Depending on interest, we reserve the right to extend the deadline for applications.