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[Dodderhill Parish Council – Serving the people of Dodderhill](#)

The lowdown-

Dodderhill Parish Council is seeking a new Clerk / Executive Officer.

The Recruitment Pack and Application Form are available here: [Vacancy for Clerk to the Council – Dodderhill Parish Council](#)

In brief the job offers-

- * **Hours-** Part Time: 25 hours per week (32 hrs p/w for first 6 months)
- * **Pay-** Salary Scale SCP: 33 – 36 (£42,708 - £45,718 p/a pro rata)
- * **Pension-** Membership of Local Government Pension Scheme
- * **Application** closing date and time Friday 17/07/2026, 4pm.
- * **Interviews** will be held on 23/07/2026; second interviews on 29/07/2026.
- * **Start date:** Tuesday 01/09/2026.

Join Us To Drive Forward Dodderhill’s Developing Future

Are you a strategic thinker with a strong leadership presence? Can you inspire, communicate clearly, and drive meaningful change in a public service environment?

At this time of change within local government, Dodderhill Parish Council, based in Wychbold, Worcestershire, is seeking an experienced and proactive Clerk who thinks like an Executive Officer, to lead its operations and strategic initiatives. This pivotal role as the ‘engine of the council’, offers a rewarding challenge – ensuring the Council functions effectively, meets statutory obligations, and delivers exceptional services to the community in a changing local government environment.

In this leadership role your key responsibilities will include:

Council Support	Preparing agendas, recording minutes, and ensuring the council continues to operate smoothly.
Financial Management	Overseeing the annual budget, precept, and financial records.
Community Engagement	Being the first point of contact for residents and stakeholders.
Compliance & Governance	Ensuring statutory duties and best practices are upheld.
Project Coordination	Supporting council initiatives and local development projects.

You will drive the development of the council's Strategic Plan, guiding its future priorities and direction. With strong commercial acumen and excellent communication skills, you will navigate local government complexities while guiding Councillors and partners to remain focused on the community needs. As local government structures evolve, you will be confident working with ambiguity, adapting to change, and reshaping systems to meet emerging challenges.

The successful candidate will bring calm confidence and resilience, engaging constructively with sometimes differing and often strong views, while maintaining professionalism and strategic focus. Emotional intelligence, diplomacy, and integrity will be essential in fostering respectful dialogue and upholding the Council's Civility and Respect Pledge.

If you are organised, community-focused and eager to contribute, we invite you to [apply](#). Contact the Council Support Officer via clerk@dodderhill-pc.gov.uk if you would like to talk it through or have questions. We look forward to hearing from you!