



EAST MERSEA PARISH COUNCIL

PART TIME VACANCY FOR PARISH CLERK/RFO

East Mersea Parish Council seeks a motivated individual to take on this role and work with councillors for the benefit of the community. Applicants should have a knowledge and experience of I.T. systems (Word, Excel, E-mail), good communication and organisational skills, the ability to write concise, clear reports/minutes and an ability to use their own initiative.

East Mersea is thriving rural village east of Colchester on Mersea Island. We have a population of around 300 residents, an attractive countryside, and a rich local history dating back to Celtic times.

There are five Parish Councillors, and we are supported by three Colchester City Councillors and one Essex County Councillor.

The post is mainly working from home with flexible working hours/days. Attendance is required at evening meetings with the council meeting on the second Thursday every month, except August. Attendance at other occasional ad hoc meetings may also be required. Hours are approximately 30hrs per month but may vary from week to week according to meetings and tasks.

Salary will be dependent on experience (currently grade SCP17). Training and/or mentoring will be available. Prior experience of working as a Parish Clerk or in a similar post would be advantageous.

If you would like further information and/or to have an informal discussion about this role please contact the Locum Clerk at the e-mail address below and have a look for more details on the Parish Council website <https://www.eastmersea.org/>

Applications should be submitted with a covering letter and CV, by e-mail to pullenrosesue@yahoo.co.uk

Shortlisted candidates will be invited for an interview with the Parish Council.

Closing date: 4th September 2026