



**NEWPORT AND CARISBROOKE COMMUNITY COUNCIL (ISLE OF WIGHT)**

**APPOINTMENT OF CLERK AND PROPER OFFICER**

**Newport and Carisbrooke Community Council requires an experienced and appropriately qualified Clerk and Proper Officer.**

**Salary LC3, SCP 37 – 41 £48,226 - £52,413**

**Starting salary dependent on experience and qualifications.**

**A relocation package of up to £3500 is available.**

**The role includes being responsible for the council's assets, managing the council's workforce, attending meetings of the council and advising members and ensuring the council acts legally at all times. The successful candidate must be able to think strategically and assist the council in defining and implementing its strategic objectives.**

**Candidates should preferably be educated to degree level or equivalent and have obtained or be working towards the Certificate in Local Council Administration (CiLCA). They should be skilled in the use of IT, have an understanding of Local Council accounts and audit requirements and have excellent communication skills. Staff management skills, facility management and the ability to work with community groups is also important.**

**Application forms and further details are available by email from [bob.blezzard@newportwight-cc.gov.uk](mailto:bob.blezzard@newportwight-cc.gov.uk) , by telephone from 01983 559119 or by letter to or personal application from the address below.**

**Completed forms should be returned to the address below no later than noon on 23<sup>rd</sup> January 2026. Interviews are expected to take place during February.**

**The Acting Clerk  
Newport and Carisbrooke Community Council  
64 High Street  
Newport  
Isle of Wight  
PO30 1BA**