



Dartmoor Forest Parish Council

Dartmoor Forest Parish Council is inviting applications for the position of Parish Clerk – which includes role of 'Proper Officer', Responsible Financial Officer and Burial Clerk.

Dartmoor Forest is a civil parish in Devon, England. It was formed in 1987 by the splitting of the former parish of Lydford. It covers about 56,000 acres (230 km²) entirely within Dartmoor National Park, and is the largest parish in Devon.

We serve approximately 1800 residents with a precept of circa £20k. There are 10 Councillors and the Council meets 12 times per year on the last Tuesday in the month, meetings are held at 7.30pm, mostly at Princetown Community Centre and applicants will need to be able to travel to that location and other locations in the Parish. Use of own car is essential and public transport is very limited in the Parish.

The principal settlements in the parish are Princetown, Hexworthy and Postbridge.

As a brief summary, Dartmoor Forest Parish Council is responsible for the following:

- Princetown play area
- Postbridge cemetery (Burial Authority)
- Grass cutting of some areas across the parish
- Defibrillators in Postbridge, Hexworthy and Princetown
- The PLOT - Princetown Community Garden
- LOVE - pots and planters in Princetown sponsored by local businesses
- Tidy Princetown – litter picking meet 1st Saturday of each month 10am - 11am
- Princetown CCTV system
- and is consulted on all planning applications by Dartmoor National Park Authority.
- The Council has recently been successful in achieving National Lottery Funding of £46,000 to create a Sensory Garden in Princetown. This is an exciting new project for the Council and the Clerk will be responsible (along with a council working group) for ensuring this project is delivered in time, on budget and achieves its aims.

The role of Parish Clerk, Responsible Financial Officer and Burial Clerk is a part time permanent position, working flexibly between 30 and 40 hours per month. You will be expected to work from home with appropriate internet and telephone connections. A computer and printer will be provided to ensure compliance with GDPR.

The Clerk will be responsible for ensuring that the Council conducts its business correctly, providing independent, objective and professional advice and support. As Clerk you will prepare notices and agendas for meetings of the Council, attend the meetings recording minutes of the proceedings and post accordingly on the website and notice boards. You will provide all necessary administrative support to the Council to enable it to function effectively.

As Responsible Financial Officer, you will manage the administration of the Council's finances, prepare budget reports, monitor expenditure, produce accounting statements and support the annual review of the audit and precept process.

The Clerk also acts as Burial Clerk for Postbridge Cemetery, with responsibility for recording details of burials and the sale of plots for future burials

The ideal candidate will need good administrative skills, have ability to work on their own initiative, be able to plan, prioritise and meet deadlines by working flexibly, with good communication and IT literacy skills. Training and mentoring in local Council working practices will be provided.

This post is being offered with a salary depending on experience and qualification in line with National Joint Council (NJC) salary scales, sitting in the SCP LC1 (7-13) benchmark ranges. Training will be provided if necessary and there is an expectation for continuous professional development to maintain the standards for the Council's Foundation Award.

Please see www.dartmoorforestparishcouncil.gov.uk for full [job description](#), [person specification](#) and further details of the parish.

For an informal discussion please contact the outgoing Clerk on 07508 330873 who normally works on Tuesdays from 0830 – 1600, but will respond if you leave a message at other times.

To apply, email a CV with a covering letter outlining your suitability and experience to clerk@dartmoorforestparishcouncil.gov.uk by **5pm on the 12th January 2026**.

Interviews from 19th January 2026

Appointment by arrangement in February 2026