

Portreath Parish Council
Parish Office & Community Hub
Sea Front
Portreath
Cornwall
TR16 4NN

December 2025

Dear Applicant

Parish Council Support Officer

Thank you for your interest in the above vacancy for the post of Parish Council Support Officer for Portreath Parish Council.

Please find enclosed a number of documents including:

- An Introduction to the Parish of Portreath
- Job Description and Person Specification
- Safeguarding Statement
- Recruitment Privacy Notice
- Application Form

Please note that this is flexible a part time post, 504 Hours Annualised, approximately 42 hours per month, including attending evening meetings. The salary for the post is in accordance with the nationally recommended levels on the Local Government Spinal Column Points SCP 5 to 6 (£13.26 - £13.47 per hour.)

There will be an opportunity to meet the Clerk and Councillors at 6pm prior to the January Full Council on 12th January 2026, as well as at the weekly coffee morning held every Thursday between 10am and 12 noon in the Portreath Community Hub, interviews scheduled in due course.

If you have any questions, please do not hesitate to contact us.

Yours sincerely,

Cllr. Mrs Shirley Nash
Chairman of the Staffing Committee