



RUSTINGTON PARISH COUNCIL CLERK OF THE COUNCIL APPLICATION PACK



October 2026

Dear Applicant

Thank you for your interest in applying for the position of Clerk of the Parish Council.

This Application Pack is provided to give you more information about the role and Rustington Parish Council. It is very much hoped that you will find the time to read through this pack, in the hope that any questions you may have are answered.

Applications will only be accepted using the Application Form supplied herewith. This is tailored to ensure that the Council can obtain all of the information from you that it requires to be able to shortlist for interviews. Unfortunately, the Interviewing Panel will only consider the information contained within the Application Form and will not read or consider CV's or covering letters. So, please ensure that the Application Form contains all of the information about you that you would wish to be considered. Please note that late applications will not be considered.

Also included is the Equal Opportunities Monitoring Form which should be completed. This Form is used for monitoring purposes only and does not form part of the selection process.

Completed Application Forms should be emailed to Emily Simpson at admin@wsalc.co.uk and should be submitted by 13 November 2026.

Candidates who have been shortlisted for interview will be contacted after the closing date. Candidates who have not been shortlisted for interview will not be contacted.

Rustington Parish Council is an equal opportunities employer and welcomes applications from all sections of the community.

If you have any further questions about the role of Clerk and working for Rustington Parish Council, please contact the current Clerk of the Council, Carole Ward on 01903 786420 or by email to caroleward@rustington-pc.gov.uk

Yours sincerely

A handwritten signature in black ink, appearing to read 'Carole Ward', with a long horizontal stroke underneath.

Carole Ward – Clerk of the Council

About Rustington

Rustington is a thriving coastal Village in West Sussex, ideally situated between the Cathedral City of Chichester and the vibrant seaside City of Brighton. Its central location provides excellent opportunities to explore the wider area, with much of West Sussex, as well as parts of East Sussex, Surrey and Hampshire, within approximately 25 miles.

Today, Rustington is an extremely busy and well-established community with a strong local identity. The Village Centre offers a wide range of independent and national shops, cafés, restaurants, professional services and community facilities, together with extensive free car parking. Attractive landscaped areas, flower planters and paved walkways create a welcoming environment for residents, businesses and visitors alike.

A number of smaller shopping areas also serve the eastern, western and northern parts of the Village, providing convenient access to local shops, services and food outlets. One of Rustington's distinctive qualities is the way its historic character sits comfortably alongside modern residential development. Traditional thatched cottages can be found alongside contemporary flats, houses and bungalows, many set behind attractive tree-lined grass verges. Seasonal bulbs, flowering shrubs and well-maintained open spaces add to the Village's appeal.

Rustington has grown considerably over the years whilst retaining its sense of community and its distinctive Village character. This balance between heritage, residential growth, local amenities and a strong public identity makes Rustington a unique and rewarding place in which to live, work and serve the local community.

About Rustington Parish Council

Rustington Parish Council has been in continuous existence since 1894 and plays an important role in supporting and enhancing the local community. As a third-tier local authority, the Council consists of 16 elected Councillors who serve a four-year term and represent the interests of Rustington residents across a wide range of statutory and voluntary bodies and organisations.

The Council is supported by a dedicated personnel team, led by the Clerk of the Council, who oversee the day-to-day administration and delivery of Council services.

As a statutory body, Rustington Parish Council works to safeguard and promote the interests of the Parish as a whole. The Council is consulted by the local Planning Authorities on planning applications and related matters, as well as by other public bodies and organisations on proposals and issues that may affect the local community.

Council Structure

The Full Council meets on a monthly basis. There are five Committees, one of which meets monthly, one that meets quarterly and one that meets quadrimonthly, with the

Planning Committee meeting as required, but normally on a three-weekly basis. The Emergency Planning Committee currently meets on an annual basis.

The Council also has three Sub-Committees and 11 internal Working Parties, that all meet on an ad-hoc basis, as and when required.

Staffing

The Council currently employs 12 staff, six of whom are based in the Council Offices, three (part-time) in the Information Centre and two (part-time) in the Museum, at the Samuel Wickens Centre. There is also one operational Leisure and Amenities Officer, maintaining and overseeing the Council's external assets.

Budget and Financial Responsibilities

The Council's Budget for 2026/2027 is just under £902,000. The Precept is £825,000, with a Band 'D' Parish Council Annual Charge of £131.87.

The Council's financial responsibilities extend across its staffing, property and asset portfolio, community facilities, grounds and recreational provision, public amenities and other services delivered for the local community.

Principal Assets

The Woodlands Centre, including the Council Offices
Rustington Youth Centre
Public Toilet Units x 3, plus one additional unit leased by the Council
Allotment Sites x 3 (Penfold Lane, Conbar Avenue and Worthing Road)
Woodlands Recreation Ground (including the North Field)
Rustington Sports and Social Club Building (Leased to the Club by the Council)

The Council also has a lease with the West Sussex County Council for the Woodland Park Sportsfield, which it manages and maintains wholly, and a fully repairing lease with Store Property Investments Limited for the Samuel Wickens Centre.

Services and Facilities

The Parish Council provides and maintains a wide range of services, facilities and amenities throughout Rustington, including:

- More than 130 allotment plots across three sites
- Beach and Bus Shelters
- Platinum-standard Public Toilets, including a Changing Places Unit
- Public Seats and Notice Boards
- Selected Street Lighting
- The War Memorial
- The Village Clock
- Defibrillators throughout the Village

- The Woodlands Centre and Woodlands Recreation Ground
- Woodland Park Sportsfield
- Rustington Youth Centre
- The Samuel Wickens Centre, which accommodates the Village Information Centre, Rustington Museum and a Community Hall
- Enhancement and maintenance of the central shopping area and other locations throughout the Village, including the colourful floral planters/displays in the central shopping area and at various other locations within the Parish.

The Council also provides financial assistance (50% of the total costs) towards the Christmas Lighting Scheme, in partnership with Store Property Investments Limited, the major freeholder of commercial properties within the Village.

Supporting the Local Community

Rustington Parish Council is committed to supporting local community organisations and initiatives.

Each year, the Council awards Grant Aid, based on assessed need, to a range of local groups and organisations. Recipients include Arun and Chichester Citizens Advice and the Littlehampton District Lions Club.

Through its services, facilities, community support and representation, the Council continues to contribute to the wellbeing, character and quality of life of the Parish and its residents.

Working for the future of Rustington

Rustington Parish Council is committed to maintaining and enhancing the Village for the benefit of current and future generations.

Through responsible management of local facilities, support for community organisations, representation on matters affecting the Parish and positive engagement with residents and other public bodies, the Council continues to play a central role in the life of Rustington.

The Council welcomes the opportunity to work with residents, community groups, businesses and partner organisations to help maintain and improve the character, appearance and vitality of Rustington.

The Role of the Clerk

The Clerk of the Council is the Chief Officer and is accountable to the Council as a corporate body. The postholder will provide strategic leadership across the Council's operations, with overall responsibility for the effective management and delivery of its services and for ensuring the highest standards of governance.

This is a senior, high-profile and varied role, requiring a broad understanding of local government, strong leadership skills and the ability to operate effectively across all areas of Council activity. The role is both strategic and hands-on, with priorities changing in response to the needs of the Council, its personnel and the local community.

At the heart of the role is the responsibility to ensure that the Council is well led, effectively managed and focused on delivering high-quality services. The Clerk will work closely with Councillors, personnel and external partners to convert the Council's priorities into effective action, strive for continual improvement and ensure that all services deliver positive outcomes for parishioners.

The Clerk will have overall responsibility for ensuring that the Council operates within the statutory and regulatory frameworks governing its activities. This will include ensuring compliance with Local Council Legislation, Data Protection and Freedom of Information requirements, together with the licensing obligations associated with The Woodlands Centre as a licensed premises. The Clerk will maintain a strong awareness of developments in legislation, regulation and best practice, ensuring that the Council's governance arrangements remain robust, effective and fit for purpose. As the Parish Council acts as a Statutory Consultee in the Planning process, the Clerk will ensure it represents local views and comments on planning applications with knowledge and experience.

As the lead officer, the Clerk will ensure that Council and Committee Meetings are effectively managed and that Members receive timely, accurate and appropriate information and advice to enable them to make informed and effective decisions. The Clerk will work proactively with Members to develop proposals and initiatives, while also identifying opportunities for improvement and bringing forward recommendations in their own right and in collaboration with the wider personnel team.

The Clerk will be responsible for ensuring that the Council's decisions, policies and strategic priorities are translated into effective delivery. They will provide trusted professional advice and guidance to Councillors both within and outside of formal Meetings, enabling Members to carry out their roles effectively and ensuring that the Council operates with confidence, transparency and integrity.

As a key leader within the Council, the Clerk will lead and develop its Personnel Team, nurturing a positive, professional and supportive working environment.

The Clerk will ensure that personnel are effectively managed, motivated and developed, while ensuring that the Council meets its responsibilities and obligations as an employer. The role will include direct line management responsibility for the Senior Management Team.

The Clerk will also work closely with the Responsible Financial Officer to support the Council in maintaining strong financial management and control. This will include

ensuring that effective accounting and financial systems are in place, procurement requirements are properly managed and complied with, and that budgets are prepared, monitored and reviewed effectively to support sound financial decision-making.

Above all, the Clerk will be a visible and committed leader, dedicated to ensuring that the Parish Council provides the highest possible standard of service to its residents. They will champion continuous improvement, professionalism and value for money, while working to ensure that Rustington is maintained, managed and presented to the highest possible standard.

This is an opportunity to play a central leadership role in the continued advancement of the Parish Council and to make a tangible and lasting contribution to the quality of life of Rustington's parishioners.

RUSTINGTON PARISH COUNCIL

Line Management, Roles and Responsibilities' Structure – October 2026

