

Neyland and Llanstadwell Burial Joint Committee

Part-time Clerk

**£7,200 per annum paid in equal monthly instalments
10 working hours per week averaged over 3 months.**

**This is an exciting and challenging role and is ideal for someone who
has had previous experience of working in local government &/or
cemeteries and a seeking a part-time role.**

The Clerk must be available by telephone, text & e-mail Monday – Friday 9-5 at home or remotely. Must be able to visit Honeyborough Cemetery as needed (approx. twice weekly) and evening meetings (approx. 4-6 per annum). 4 weeks annual holiday plus bank holidays; the Clerk is not expected to work bank holidays and annual leave should not be taken in one block).

The Clerk's role is to provide safe, efficient & compassionate burial and cemetery services.

The Clerk must:

- Ensure the Committee business is conducted within the statutory framework and complies with relevant burial, cremation and cemetery management legislation
- Ensure the Committee finances are managed in accordance with financial regulations and Audit Wales procedures
- Manages staff and resources effectively.

For more information contact: Cllr. A. Phelan Chair of the Committee
Cllr.Ash.Phelan@gmail.com

Apply by e-mail to: Cllr.Ash.Phelan@gmail.com or in writing to:

Cllr A. Phelan
Chair, Neyland & Llanstadwell Joint Burial Committee
c/o Neyland Town Council
Neyland Community Hub
John Street
Neyland
SA73 1TH

Closing date: Friday 27 February 2026

Selection will be by interview and a test to confirm IT skills