

Job Description

Assistant to the Parish Clerk

Location:	East Leake Parish Office, 45 Main Street, East Leake, LE12 6PF
Hours:	20 hours per week, 09:00 – 13:00 Monday to Friday; hours to include evening attendance at Parish Council and Committee meetings
Responsible to:	Parish Clerk and East Leake Parish Council
Salary:	National Association of Local Councils LC2 substantive benchmark range, scale points 15-25: £8.717 per hour – £11.660 per hour
Line Management:	None

1. Role

The Assistant to the Parish Council Clerk's main responsibility is to provide support to the Clerk in his/her duties of the Proper Officer of the Council to ensure the smooth running of the Parish Council. Some evening and weekend work may be necessary. The post holder will cover for the Parish Clerk during periods of annual leave and must have the experience and confidence to deputise in this way.

The role is based at the office of East Leake Parish Council. The person appointed will be accountable to the Clerk and Parish Council, Parish Council Chair. This job description sets out the main duties of the role as at the date it was drawn up. These may vary from time to time without changing the general character of the role or the level of responsibility entailed. It is expected, therefore, that the jobholder will undertake any other duties commensurate with the grading of the post.

2. Duties

i. General

- This postholder will provide a wide and varied range of clerical, administrative and financial support to the Clerk and the Parish Council.
- Providing clerical support including typing/word processing, reprographics and filing.
- Providing an effective reception and switchboard service.

ii. Ensuring compliance with legal duties

- Working alongside the Clerk, ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- To handle information in accordance with GDPR and maintain confidentiality of information.
- The postholder will be expected to understand the implications of the Data Protection act and other legislation to ensure confidentiality of records and information is maintained.

iii. Managing Parish Council, Committee, and Parish meetings

- To assist the Parish Clerk by attending Council sub-group meetings and meetings with developers, planners and other organisations and to prepare notes of such meetings.
- To assist the Parish Clerk and Parish Council sub-groups in drawing up proposals for consideration by the Council.
- To assist the Parish Clerk in issuing notices and preparing agendas of Parish Council Meetings, to attend the Parish Council Meeting in the absence of the Clerk, to draft Minutes of these meetings and to implement the decisions that are agreed by the Council.
- To purchase and maintain equipment and materials of the Council as required by the Clerk.

iv. Delivering Council's strategic purpose

- Draft responses to third party consultation exercises.
- To receive, distribute and process Planning Applications and return them within the statutory time.
- Under the guidance of the Clerk, study reports and other data on the Council's activities and on matters bearing on those activities. Where appropriate, discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council.

v. Parish administration

- To assist the Parish Clerk in the inspection of Parish Council property and public open space and bring defects and problems to the attention of the Parish Clerk.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the admin posts as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- To assist the Clerk in issuing burial plots and keeping records up to date.

vi. Health and safety

- Working with the Clerk to ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met; including the review of Council's Health and Safety Policy and the preparation (and oversight) of Risk Assessments, where necessary, for the safe management of Council business and activities.

vii. Financial management

- To assist the Chair and other Parish Councillors with grant funding applications.
- To assist the Parish Clerk in preparing records for audit and VAT purposes.

viii. Communications

- To assist the Parish Clerk in the preparation, printing and distribution of the Parish Newsletter in association with the Editor, and to ensure the inclusion of items of interest relating to the activities of the Council.
- Maintaining the Parish noticeboards including Notices of Council Meetings, Statutory Notices, current events and other useful information
- To receive correspondence, documents, emails and telephone calls on behalf of the Council and bring such items to the attention of the Parish Clerk. To issue correspondence and emails as a result of the instructions of the Parish Clerk, or the known policy of, the Council.
- To keep the website updated along with other forms of social media.

3. Working Hours

- The role of Assistant Clerk is predominantly office-based during the opening hours of the Parish Office, but there is a requirement to attend evening meetings of the Council held on a Tuesday.
- The Assistant Clerk's hours are 20 hours per week, between 09:00 and 13:00 Monday to Friday. These hours include evening meetings and occasional events outside office hours.

4. Qualifications and Professional Development

- As a minimum requirement for effectiveness in the position of Assistant Clerk to the Council the candidate should either already hold, or be willing to work towards the Introduction to Local Council Administration (ILCA) qualification.
- Progression to the Certificate in Local Council Administration (CILCA) may be supported for the right candidate.
- Continue to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council, and join appropriate professional bodies e.g. The Society of Local Council Clerks.
- Attend training courses or seminars on the work and role of the Assistant Clerk, as agreed with the Line Manager.