

Bursledon Parish Council

JOB DESCRIPTION

JOB TITLE:	ASSISTANT / DEPUTY CLERK
SALARY SCALE:	SCP 14 -19 (£11.96 to £13.21per hour)
HOURS:	Part Time 18 to 20 Hours to include two evenings per month and possibly weekend working as necessary. Working pattern to be agreed but will include Friday mornings.
RESPONSIBLE TO:	Parish Clerk

Overall Responsibilities:

To ensure, in conjunction with the Parish Clerk, that the Council is well run and provides a comprehensive service to the Public and Members of Council.

Key Tasks

1. In conjunction with the Clerk, prepare agendas and supporting paperwork, take minutes of the Annual Parish Meeting and other Council, Committee, Working Group meetings held during the year. (During the day and one or two Wednesday evenings each month).
2. Provide administrative support to the Council's three trusts.
3. Receive correspondence on behalf of Council and respond accordingly in line with council policies.
4. Answering queries from the public and signposting to relevant authority; chasing outstanding issues where necessary.
5. Ensure all Planning Applications are recorded and prepared for discussion at the next relevant Committee Meeting and that planning responses are submitted in a timely fashion.
6. Assist with reviewing and updating of Council Policies, Standing Orders and HR related policies.
7. Assist the Parish Clerk with staff management.
8. To be responsible for the administration of the Burial Ground as one of a team of two. Update charts & databases and raise associated official documentation. Liaise with Funeral Directors, Stonemasons, and members of the public. Provide monitoring reports as necessary.

9. Update Parish Website and Notice boards and any other publicity.
10. Lead on projects and volunteer management.
11. Attend training courses on subjects relevant to the role.
12. Provide efficient cover of the Clerk's duties during periods of absence (holiday, sickness etc.)
13. Maintain filing systems in both electronic and paper forms.
14. In conjunction with the Clerk, monitor Health and Safety and undertake Risk Assessments (internal and external).
15. Any other duties commensurate with the level of the post.

General Training

- To undertake job related training as considered necessary by the Parish Clerk and/or Council and willing to undertake continuous professional development and take responsibility for own learning and development needs.

Equal Opportunities

- All employees have a responsibility to understand and abide by the obligations laid down by the Council's Equal Opportunities Policy.

Valuing Diversity

- Ensure that all service delivery is customer focused and delivered within a framework that recognises and respects the diverse nature of the community, with an emphasis on inclusion and access.

Health and Safety

- To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.
- To be responsible to ensure that, on a day-to-day basis, work is conducted within the framework of all local and legislative health and safety guidelines and policy.
- To be responsible for working to, and implementing where relevant, the Council's Health, Safety, Environment and Welfare Policies.

Confidentiality

- The post holder is required to work in a confidential and professional manner and to uphold the good reputation of the Council.

Identification

- To comply with employment legislation, the successful candidate will be asked to provide evidence of their identity to prove their eligibility to work.

PERSON SPECIFICATION – Assistant Parish Clerk

Area	Essential	Desirable
1. Educational qualifications	<p>Good general education</p> <p>Willingness to expand upon and learn new skills including undertaking the Certificate of Local Council Administration (CILCA)</p>	<p>Interest in the work of the council and community</p> <p>Has obtained the Certificate in Local Council Administration (CILCA) or willing to achieve within 24 months of appointment to post</p>
2. Skills/ knowledge and aptitude	<p>Computer Literate including use of email and Microsoft office.</p> <p>Willingness to undertake training to develop skills and knowledge</p> <p>Ability to problem solve</p>	<p>Trained in Microsoft office including Microsoft Teams.</p> <p>Presentation skills</p>
3.	<p>Excellent general administrative skills</p>	
4.	<p>Excellent communications and organisational skills</p>	
5.	<p>Able to compile well-written and grammatically correct documents and letters</p>	
6.	<p>Experience of working in an office environment, preferably within the public arena</p>	<p>Knowledge of local government sector</p>

7.	An understanding of financial knowledge/record keeping skills	Experience of Local Government Finance
8.	Awareness of social media and communications	Experience of website maintenance and associated media
9.	Able to deal effectively with a wide range of people in a courteous and helpful manner and able to exercise high levels of tact and diplomacy	
10.	Interest in community work	Experience of Community Development and Working with volunteers
11.	Able to plan and organise workload to meet priorities and deadlines and to facilitate the progression of important events and issues	
12.	Experience of working customers with sensitive issues	Experienced in Cemetery Management or working with the bereaved
13.	Experience of working on projects or working as a part of a project team	Training or qualifications in Project management
14. Motivation	Able to maintain good relationships with employees, councillors, contractors, and the public.	

15.	Ability to work with colleagues as a team member	
16.	Proactive and self-motivated and the ability to prioritise workload to work on own initiative, without supervision	
17. Other	Able to attend evening meetings. Ability to travel within Bursledon	Full driving licence and access to a car