

WETHERSFIELD PARISH COUNCIL

REPRESENTING WETHERSFIELD, BLACKMORE END AND BEAZLEY END



Deputy Clerk Job Description and Person Specification

Job Title: Deputy Clerk

Employment Status: 6-month contract extendable if still required

Salary: SCP 18 - £12.98 per hour - £3738.24 per annum - £20 per month expenses allowance.

Hours of Work: 24 hours per month – Overtime available when required.

Report to: Parish Clerk

Job Purpose:

The Deputy Clerk will provide support to the Parish Clerk/Responsible Financial Officer in carrying out all the functions required by law of a local authority's Proper Officer.

The primary area of support will be in relation to the Wethersfield Airbase Scrutiny Committee.

Specific Duties and Tasks

To assist the Parish Clerk:

1. By ensuring that statutory and other provisions governing or affecting the running of the Council are observed.
2. In Event Management by attending meetings with event planners, service suppliers, planners and other organisations and ensure agreed actions are taken forward.
3. In improving aspects of village life by drawing on own initiative, discussions with the Parish Clerk and as a result of suggestions by Councillor's proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
7. In issuing notices and preparing agendas and any supporting reports for Committee Meetings.
8. By attending the Parish Council Committee Meetings and to draft Minutes of these meetings and to implement the decisions that are agreed by the Council.
9. To prepare specifications for work undertaken by contractors to the Council and to monitor the progress and quality of the work.

10. With grant funding applications.
11. By receiving correspondence, documents, emails, and telephone calls on behalf of the Council and bring such items to the attention of the relevant Local Authority or organisation and the Parish Clerk.
12. Managing the committee budget, providing finance reports and preparing invoices for payment by the Parish Clerk.
13. By acting as the representative of the Council as required.
14. By attending training courses or seminars on the work and role of the Deputy Clerk as required by the Parish Clerk or Council
15. By carrying out other duties as required by the Parish Clerk
16. The core hours of the role will be noted in the employee contract, but it is expected there will be a requirement for flexibility given the nature of the role.
17. There will be a requirement for lone and some out of hours working

Preferred Person Specification:

Experience in Local Council Administration or other relevant background

Willingness to complete ILCA within 30 days of appointment

Knowledge of the Parish and local area

Good IT skills including word, outlook, Facebook, excel and WordPress

Excellent communication skills

Basic finance management knowledge

Ability to work unsupervised and organise own workload

Ability to work with and organise volunteers and contractors

Flexibility with working hours and ability to attend evening meetings

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