



Job Descriptions

Job Title: Assistant Clerk to Parish Council

Reports to: Clerk to Parish Council

Job purpose:

The Assistant Clerk will be responsible for assisting the Clerk in ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Assistant Clerk is expected to assist the Clerk in the delivery of services on behalf of the Council, the production of information required for making effective decisions and to assist in the implementation of all decisions as instructed by the Clerk.

Level/Grade: Profile LC 2 below substantive

Roles and Responsibilities:

1. To assist the Clerk in their statutory and other provisions governing or affecting the running of the Council and assist with the implementation of the decisions of the Council.
2. To assist the Clerk in the delivery of Council services and activities in line with known policy of the Council.
3. To liaise with undertakers and members of the public to deliver burial services in line with legislation and Council policy.
4. To undertake the administration of allotment tenancies.
5. To undertake the management, maintenance and use of the Council's properties, facilities, and open spaces in conjunction with other staff, in line with legislation and Council policy.
6. To liaise with members of the public and support other staff with enquiries.
7. To assist and prepare, in consultation with appropriate members and the Clerk, agendas for meetings of the Council, Committees and Working Groups, to attend such meetings and prepare minutes for approval as required.
8. To assist the Clerk in undertaking Council projects as required.
9. To assist the Clerk in ensuring the Council's obligations for Risk Assessments are properly met.
10. To receive correspondence and documents as required on behalf of the Council and to deal with the correspondence or documents as directed by the Clerk. To issue correspondence as a result of instructions of, or the known policy of the Council as directed by the Clerk.

11. To assist with the preparation for proposals for consideration by the Council as a result of suggestions by Councillors and the Clerk and to advise on practicability and likely effects of specific courses of action.
12. To act as the representative of the Council as required.
13. To attend all relevant training courses, conferences and seminars, as required by the Council to maintain the necessary professional knowledge required to undertake the role.
14. To substitute for the Clerk in their absence.
15. Undertake all reasonable tasks associated with the role as directed by the Council and/or the Clerk.

Person Specification

| | Essential | Desirable |
|-----------------------|--|---|
| QUALIFICATIONS | <ul style="list-style-type: none"> • Good general education to include GCSEs passes in English and Maths or equivalent. • Evidence of a commitment to continuing professional development. • Completion of the Introduction to Local Council Administration (ILCA) or willingness to complete within one year of appointment. | <ul style="list-style-type: none"> • |
| EXPERIENCE | <ul style="list-style-type: none"> • Demonstrable experience of minuting meetings. • Experience of working in an office and dealing with the public. • Evidence of ability to prioritise work. • Experience of general administrative tasks. | <ul style="list-style-type: none"> • Experience of servicing committees. • Experience of project management. • Experience of burial administration. • Experience of Open Spaces management. |
| SKILLS | <ul style="list-style-type: none"> • Ability to deal with a wide range of people with empathy, diplomacy and tact. | |

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| | <ul style="list-style-type: none"> • Excellent communication skills both written and orally. • Good report writing skills. • Ability to work effectively on your own or in a team. Ability to use initiative and prioritise own workload. • Excellent organisational skills with good attention to detail. • Excellent IT skills including being highly proficient in the use of Microsoft 365 including Outlook, Word and Excel. | |
| <p>PERSONAL ATTRIBUTES</p> | <ul style="list-style-type: none"> • Honest and trustworthy. • Ability to work in a team. • Willingness to work evenings when Council or Committees meet and occasional weekend work. • Willingness to be flexible in attitude with a proactive approach to tasks. • Willing to undertake learning and development. | <ul style="list-style-type: none"> • Current driving licence, car owner and ability to travel. |

I confirm and accept the above job description and person specification for the role of Assistant Clerk at Pembury Parish Council.

Signature: _____ Date: _____