

## **BRANSTON AND MERE PARISH COUNCIL**

### **JOB DESCRIPTION**

<b>Post Title:</b>	Assistant Parish Clerk (Permanent)
<b>Hours:</b>	16 to 20 hours per week
<b>Salary:</b>	NJC for Local Government Scale, SCP 7-12 £20,444 - £22,571 pro rata
<b>Reports to:</b>	Clerk
<b>Staff Responsible For:</b>	Nil

#### **Role Overview:**

The Assistant Parish Clerk will support the Parish Clerk to ensure the smooth running of the Parish Council. Location the Parish Office, 17a Church Road, Branston, Lincoln LN4 1LZ.

In the absence of the Parish Clerk, the Assistant Parish Clerk will be responsible for the operations of the Council's services, administration, day to day management and dealings with Councillors, contractors, and customers.

#### **Main Duties:**

To assist the Clerk in ensuring that the legal, statutory, and other provisions governing or affecting the running of the Parish Council are observed.

1. To undertake general office duties. Dealing with queries from members of the public, answering telephones, filing, photocopying, scanning, checking stock, asset management and ordering of supplies.
2. To receive, produce and disseminate correspondence and documents on behalf of the council as necessary and in conjunction with the clerk where necessary.
3. To undertake bookings for the use of Parish Council buildings and facilities.
4. Maintenance including the unlocking/locking of council premises, management of council notice boards and carrying inspections of council owned property.
5. Prepare and issue agendas and associated documentation for meetings held by the Council and attend meetings where appropriate and produce minutes (can be held outside of normal working hours).
6. Maintain up to date financial records, issue invoices, ensure payment is received and make payments for items authorised by the Council.
7. Assist with the update and maintenance of the website and social media sites such as Facebook.
8. Record keeping, including data input and retrieval and the ability to interpret information received by various sources including the council's financial system.
9. Communicate and deal effectively with complaints received by customers in person, electronically, hard copy or telephone.
10. To assist in the organisation of events and attend when necessary.
11. To undertake training as and when required.
12. Such other duties as may be necessary, which are within the capabilities of the postholder.

Additional duties: The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessary within the organisation and the overall business objectives of the organisation.

### Assistant Parish Clerk Person Specification

Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSEs including GCSE Maths and English or equivalent.</li> <li>• Full current driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Administrative experience working in an office environment.</li> <li>• Ability to deal with individual personalities effectively in a wide range of circumstances.</li> <li>• Use of social media platforms.</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of Clerk duties to a parish or town council.</li> <li>• Event planning.</li> <li>• Minute taking.</li> <li>• Website administration.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent use of computers and software packages, in particular Microsoft Office suite.</li> <li>• Excellent interpersonal and influential skills.</li> <li>• Organised and efficient, an ability to deal with tasks in an organised way as swiftly and effectively as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of legislation for parish/town councils.</li> <li>• Use of accounting or asset management software or databases.</li> <li>• An understanding of the Parish Council policies and procedures.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A flexible approach to working such hours as are necessary to meet the demands of the service as evening and weekend working may be necessary.</li> <li>• A willingness to undertake further training.</li> <li>• Able to work co-operatively within a team environment as well as alone when required.</li> <li>• Able to maintain a safe work environment. Ability to work under pressure and demonstrate commitment to achieving targets on time and to the required standards.</li> <li>• A good public facing manner and ability to communication with members of the public in a professional and courteous way.</li> </ul>	

Full details along with an application pack is available from Branston and Mere Parish Council by contacting Angie Driver, Parish Clerk, on 01522 853269, or by email at [clerk@branstonpc.co.uk](mailto:clerk@branstonpc.co.uk). Completed applications may be supported by a CV and supporting information.

**Closing date for applications is 31<sup>st</sup> July 2022** (interview date to be confirmed).