

ALDWICK PARISH COUNCIL

Job Title	Assistant Clerk
Responsible To	Clerk & RFO to the Parish Council
Responsible For	Attending Parish Office during agreed hours Attending Meetings by prior agreement
Duties	As per Job Description
Hours	12 hrs per week

JOB DESCRIPTION

The Assistant Clerk supports the Parish Clerk/RFO to carry out the functions of the Parish Council to secure its aims and objectives and to assist with community projects.

This includes supporting the Clerk to produce information required for making decisions, assisting to implement decisions, working with other organisations and principal authorities to ensure that the needs of the parish are being met, ensuring the smooth administrative running of the office and acting as an initial point of access for enquiries. The Assistant Clerk is answerable to the Council through the Clerk and is line managed by the Clerk. The post is for 12 hours per week, including attendance at monthly evening meetings, however there is potential for the hours to increase in future.

Key Responsibilities

Parish Council

- Assisting the Parish Clerk to ensure the Parish Office is open during the hours specified by the Parish Council. The Assistant Clerk will work at the Parish Office in co-ordination with the Parish Clerk.
- Responding to enquires and requests for information from telephone calls, visitors to the office and emails, from public and councillors.
- Liaising with other organisations and principal authorities on Council related Matters.
- To support and administrate the Planning Committee by production of agendas, minutes and reports and follow up actions of committee decisions.
- To support the Clerk in administration of the Allotments, reviewing and updating waiting list, plot rental renewals, assistance with arranging viewings and site inspections.
- To assist the Parish Clerk in the preparation of agendas and supporting information for Council meetings.
- Proactively following up actions from any Full Council or Committee meetings as appropriate under the Clerk's direction, including the reading of Full Council and Committee meeting minutes, in order to keep informed of Council developments and requirements.

- Assisting in producing information and quotes in the format required for the Council in liaison with the Clerk.
- Undertaking and/or assisting with the organisation and administrative support for events and projects as required.
- To assist with the updating of the Parish Council website and other social media used by the Parish Council, in liaison with the Clerk.
- Ensuring all office filing is completed within the correct files, and that both electronic and hard copy filing is maintained in a user friendly and tidy way.
- Contributing to an annual appraisal of post holder's performance.

Council Chamber - Hall Hire

- To assist with the management/administration of Hall bookings, and promoting the facilities. This will include invoicing of both regular and ad-hoc hall users.
- To assist with any health and safety/ risk assessment inspections. This may include liaising with contractors to get any maintenance work undertaken in a timely manner.

Continuous professional and personal development.

- To attend training courses or seminars on the work/role of Assistant Clerk and the Council's activities as required by the Council.
- To continue to acquire and maintain the necessary professional knowledge and skills for the effective management of the Council.
- To undertake any other duties commensurate with the level of the post as required by the Council from time to time.