**JOB DESCRIPTION**

**Middleton Cheney Parish Council - Clerk's Assistant**

**Part Time, Fixed term contract**

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| **Job Title**  | Clerk’s Assistant (Part Time), 6 month fixed term contract subject to end review.  |
| **Salary**  | **Per Hour:** £12  |
| **Hours** | 15 hours per week Monday to Friday, 9.00am to 12.00pm Attendance may also be required at evening meetings normally held on the third Monday of the month in the Parish Meeting Room 19:15pm to 21:30pm, for which time off in lieu will be given. |
| **Location**  | To work from the Parish Office at the Parish Meeting Rooms, Middleton Cheney, OX17 2LR.  |
| **Reporting To**  | Parish Clerk or designated councillor in the Clerk’s absence  |

# Overview of the Role

The role of the Clerk's Assistant is to provide support to the Parish Clerk in order to facilitate the smooth and efficient running of the Parish Council. This will include acting as absence cover for the Parish Clerk during periods of annual leave or sickness under the direction of a designated councillor.

Applicants must have the experience and confidence to deputise for the Parish Clerk ensuring that the statutory and other provisions governing or affecting the running of the Council are observed and have the ability to work flexible hours, including evenings if necessary.

**Responsibilities and Duties**

***Media & Communications***

* Managing front line customer services, on the telephone and via correspondence (letters and emails). This includes prioritising and responding to general enquiries and requests from members of the public.
* Liaising with Council members and media when instructed by the Clerk or designated councillor
* Updating and maintaining the Middleton Cheney Parish Council website and social networking media.
* Arranging the update of the Councils village notice boards with current information including arranging the putting up the monthly summons and agenda for council meetings.
* Ensuring that all council policies are up to date and available online.
* Taking enquiries relating to the hire of the Parish Meeting Room and liaise with hirers regarding any arrangements required.
* Collecting content for the Cheney Chatter newsletter.

 ***Meetings and events***

* On occasion when required, attending evening meetings to cover for the Parish Clerk during their absence in person and take minutes if needed.
* To assist preparing agendas for meetings of the Parish Council as required, including preparation and distribution of meeting papers as required in accordance with the Council’s calendar of meetings.
* Assist with the write up and support the production of the minutes of Council meetings in accordance with the Councils Standing Orders and assist in implementing recommendations and resolutions.
* To assist the Parish Clerk with the organisation of and attendance at various events

***Document Management***

* Assisting in the recording and storage of all the Councils minutes and legal records.
* Reviewing policies and procedures to ensure Council remain in line with current legislation.
* Scanning of all Council documents and disposing of documents in accordance with the document retention policy.
* Organising documents for archiving.
* Accurate record keeping, filing and administration

***Administrative Tasks***

* Administering the council’s activities during the Clerk’s absence.
* General administration task such as, answering the telephone, ordering stationery and cleaning supplies and completing minutes actions.
* Booking training courses for both staff and Councillors.
* Providing general admin support to the Parish Clerk.

***Village management Tasks***

* Ensuring safe keeping of all keys to council assets.
* Managing tasks in relation to planning, environmental and highways matters.
* Supporting management of allotments and cemetery.
* Assisting in managing the maintenance programme for all green spaces including play area repairs/maintenance.
* To assist the Parish Clerk in ensuring that the Council’s obligations in respect to Health and Safety and Risk Assessment are observed.

**Clerk's Assistant - Person Specification**

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| **Criteria**  | **Essential**  | **Desirable**  |
| **Education**  | A minimum requirement of GCSE Maths and English or equivalent | A relevant local government qualification or;  Willingness to study for the Certificate in Introduction to Local Council Administration (ILCA) and any other required training.   |
| **Experience**  | Previous administrative experience of a similar nature to the required duties.  Awareness of equal opportunities and health and safety. s | Minute taking experience  Experience working in or with Local Government  Experience of partnership working with voluntary and private sectors  |
| **Skills and Knowledge** | Ability to plan and effectively carry out own work schedule with minimal supervision  | Knowledge of Local Government Experience in the use of Video Conferencing. Track record of continued learning and development  NVQ  |
| Proven ability to carry out a range of administrative tasks efficiently and to a high standard  |
| Microsoft Word, Excel, PowerPoint, Publisher, and Outlook skills.  |
| To be willing and comfortable with learning new systems and adapting to the changes within Parish Councils.  |
| Experience of Social Media and updating Web Sites.  |
| Customer Care – People skills including excellent communication skills and empathy. |
| **Personal Qualities**  | Ability to work with a wide range of people with diplomacy and tact. Both in person and via email/telephone Strong interpersonal skills  Ability to respect and uphold the confidential nature of relevant communications and council business.Methodical and thorough approach to tasks  | Problem solving abilities  |
| **Other**  | Flexibility - availability to attend occasional evening meetings  |   |

May 2023