



Job Description – Assistant to Parish Clerk

Job Title: Assistant to The Parish Clerk
Reporting to: Parish Clerk & Responsible Financial Officer
Location: Clapham Village Hall, Clapham MK41 6BP
Office: Work from Clapham Village Hall for 4hrs a week
Pay Scale: Starting salary determined by National Association of Local Councils Pay point 2 – 5 based on experience and qualifications is £11.65 per hour.

Overall Purpose of Role

- a) The Assistant to the Parish Council Clerk's main responsibility is to provide support to the Clerk in her duties to ensure the smooth running of the Parish Council.
- b) The post holder may be asked to cover for the Parish Clerk during periods of annual leave subject to experience and confidence to deputise in this way.

Main Duties of the Post

Media & Communications

- a) Maintain the Parish Council's noticeboard (s) ensuring that it is always up to date and relevant.

Customer Contact

- a) Provide a front-line customer service from the Village Hall dealing with all enquiries and responding to these in a prompt and efficient manner. (Liaising with partners as and when necessary)
- b) Respond to any formal requests for information

Meetings

- a) Assist in the preparation and distribution of meeting papers as required in accordance with the Council's calendar of meetings
- b) Take minutes of meetings as and when required (subject to experience)

Document Management

- a) Assist in the recording and storage of all the Councils minutes and legal records.
- b) Scanning of all Council documents and disposing of documents in accordance with the document retention policy.

Administrative Tasks

- a) Carry out banking of receipts
- b) Ensure the safe keeping of all keys for Council assets.
- c) Provide general admin support to the Parish Clerk.

General

- a) Assist in the delivery of any of the Councils projects.
- b) Assist the Parish Clerk in fulfilling the duties of the Parish Council
- c) Undertake such duties appropriate to the post as directed by the Parish Clerk.
- d) Undertake training courses relevant to the role

Criteria	<u>Essential</u>	<u>Desirable</u>
Education	A good standard of education. Good written and oral communication.	
Experience	Previous administrative experience of a similar nature to the required duties.	• Minute taking and servicing of Committees. • Experience working in or with Local Government. • Experience of partnership working with voluntary and private sectors.
Skills and Knowledge	• Ability to carry out own work schedule with minimal supervision. • Microsoft Word, Excel, PowerPoint and Outlook skills. • Willing to learn new systems and adapting to the change. • People skills including excellent communications skills and empathy.	• Knowledge of Local Government. • Proven ability to carry out a range of administrative tasks to a high standard. • Experience of Social Media and updating Websites.
Personal Qualities	• Ability to work with diplomacy and tact with a wide range of people. • Strong interpersonal skills. • Methodical and thorough approach to tasks	• Problem solving abilities