

Kingswear Parish Council

Parish Clerk: Sue Balsdon, 9 St Matthews Rd, Torquay, TQ2 6JA Tel: 07863 227031
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POST TITLE

Deputy Parish Clerk

TERMS OF EMPLOYMENT

- 10 hours per week worked over two days / Attendance required at a bi-monthly evening meeting.
- NJC Pay Scale LC1 (13-17) £11.97 to 12.95 per hour.
- Remote working plus regular site visits within the Parish.
- Working from home allowance and travel expenses paid.
- Nest Pension (5% Employers Contribution).
- Leave entitlement – 22 days per annum (pro rata) plus public holidays.

JOB PURPOSE

The overall purpose of the role is to assist, support and deputise for the Parish Clerk in all aspects of the day-to-day management and operation of council services and resources in line with relevant laws and statutory obligations to ensure compliance.

REQUIRED SKILLS

- Good general standard of education and numeracy.
- A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other packages used by the Council.
- Ability to communicate with other staff, Councillors and the general public in a pleasant and effective manner both orally and in writing.
- Ability to be self-motivated and work with minimum supervision.
- To have a flexible approach to hours of work and day to day duties and responsibilities.
- Be mobile or willing to travel around the Parish.

MAIN TASKS / JOB ACTIVITIES

- To prepare agendas, reports and associated documents for the Amenities and Environment Committee. To clerk the bi-monthly meeting and to take appropriate actions to implement the Committee's resolutions.
- To provide administrative support for the Parish Council's moorings, allotments, public toilets, play area and rental property. To assist in the formulation of policies and procedures and to undertake periodic risk assessments for these areas.
- To take and record on a quarterly basis, meter readings for electricity and water (Public Toilets, Fore Street Lights, Cemetery).
- To assist with the organization of periodic drain cleans and the annual tree survey.
- To provide administrative support for the sponsorship of memorial benches and hanging baskets.

- To oversee the regular checks and maintenance requirements of the Parish Council's defibrillators.
- To obtain quotes for repairs and maintenance works required within the Parish for agreement and consideration by the Parish Council.
- To liaise with external agencies such as Devon County Highways, South Hams District Council and members of the public as appropriate.
- To maintain the Council's asset register.
- To update the Council noticeboards.
- To use a variety of software packages such as Microsoft Word, Outlook, Excel etc. to produce correspondence and maintain records.
- To ensure compliance with GDPR when processing personal information.
- To take telephone calls and deal with enquiries.
- To demonstrate a willingness to undertake training courses as appropriate.
- To undertake any other reasonable tasks as directed by the Clerk or the Parish Council.

This job description outlines the main duties required for the post of Deputy Parish Clerk in order to indicate the level of responsibility. It is not a comprehensive or exhaustive list. These duties may be varied from time to time without changing the general character of the job or level of responsibility.

PERSON SPECIFICATION

- Efficient and well organised.
- Good administrative skills.
- Computer literate: proficient in Word, Excel and use of email/Internet.
- Able to draft correspondence and process figures.
- Able to work under pressure and on own initiative.
- Friendly and diplomatic.
- Resourceful and flexible.
- Good local knowledge and current driving licence.
- Previous experience in local government would be an advantage.