

Wotton-under-Edge Town Council



JOB DESCRIPTION ASSISTANT CLERK PART TIME (27 hours per week)

THE COUNCIL

Wotton-under-Edge Town Council offices and the One Stop Shop are situated in the Civic Centre adjacent to the car park, in the centre of the Cotswold market town of Wotton-under-Edge. The offices and One Stop Shop are currently open to the public weekdays between 9.00am and 12.30pm (*current pandemic restrictions*).

See www.wotton-under-edge.com for further information.

The Town Council is responsible for the upkeep and maintenance of St Mary's Churchyard and Wortley Rd Cemetery, the Civic Centre and Town Hall, Symn Lane play area, the Chipping Club Room, the Youth Centre, Knapp Rd and New Rd allotments, Marchesi Walk, the town's CCTV camera system, the civic centre car park and various grass verges, and flower borders. The Council manages the Civic Centre, Town Hall, and Chipping Club Room and is the burial authority for the cemetery. The Council is also involved in the following: Wotton Pool, Wotton Heritage Centre, Wotton Library, and Under the Edge Arts Centre and manages two allotment sites.

The Council's administrative function assists 13 volunteer town councillors in the management of community facilities in the town, as the third tier of local government which is closest to its residents.

THE POST

The Assistant Clerk post is newly created and will be a developing role within the Town Council. It is planned that the successful applicant will rise to the position of Deputy Clerk, allowing the current Deputy Clerk to become Finance Officer on reduced hours. The role has been created to allow significant learning and training, being a progressive opportunity within the council, whilst assisting with busy workloads. The post will also entail some working in the One Stop Shop - which is the first point of contact for local residents requesting information. The job will be interesting and challenging in its variety and a flexible approach is essential. This varied hands-on role will involve you in all aspects of clerical and council work. Experience in office and administrative work is vital. You will need excellent communication skills and be able to organise and prioritise workloads. A good standard of IT skills using Microsoft Word, Excel, Outlook, and Social Media is required.

STAFFING STRUCTURE

The Council's officers are the Town Clerk, a Deputy Clerk, an Administrative Officer, a Buildings Manager, and a Caretaker. There are also cleaners. The line manager for all is the Town Clerk.

JOB TITLE: Assistant Clerk

PAY GRADE: SCP17 national joint level agreement £12.39 per hour. Pension scheme and 22 days (pro rata) per annum annual leave entitlement in addition to bank holidays.

MAIN PURPOSE OF THE POST: Strong administrative support to the Town Clerk with progression to Deputy Clerk when qualified and subject to satisfactory performance in role as Assistant Clerk.

The responsibilities will be mainly (but are not limited to):-

1. To assist the Clerk in ensuring that statutory and other provisions governing or affecting the running of the Council are observed.
2. To assist the Clerk in preparation of any financial analysis to feed into the decision making process.
3. To assist the Clerk in ensuring that the Council's obligations for risk assessments are properly met.
4. To prepare, in consultation with the Clerk, agendas for meetings of the Council and Committees and to attend such meetings and prepare minutes for approval if requested by the Clerk.

5. To attend any meetings of the Council and/or meetings of its committees/working groups as directed by the Clerk if required. Occasional evening meetings may be necessary.
6. To assist the Clerk in receiving correspondence and documents on behalf of the Council and in dealing with the correspondence or documents or bring such items to the attention of the Clerk/Council. To assist the Clerk in issuing correspondence as a result of instructions of, or the known policy of, the Council.
7. To assist the Clerk in receiving and reporting on invoices for goods and services to be paid for by the Council. To assist the Clerk (if required) in issuing invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To assist the Clerk in studying reports and other data on activities of the Council and on matters having bearing on those activities. Where appropriate, and under direction of the Clerk, to discuss such matters with specialists in particular fields and to produce reports for circulation and discussion by the Council as directed by the Clerk.
9. To assist the Clerk in drawing up both on his/her own initiative and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To assist other members of staff– if instructed by the Clerk – in keeping with the policies of the Council.
11. To assist the Clerk in monitoring the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the council if required by the Clerk.
13. To assist the Clerk in issuing notices and preparing agendas and minutes for the Annual Parish Assembly meeting if required and to attend the assemblies of such meetings and to implement any actions made at the assemblies that are subsequently agreed by the Council.
14. To assist the Clerk in preparing press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars as directed by the Clerk and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the council as expected of an assistant clerk.
16. To work towards the achievement of the status of qualified Deputy Clerk; ILCA then CILCA. www.slcc.co.uk/qualification/ilca/www.slcc.co.uk/qualification/cilca/
17. To attend any conferences/seminars as a representative of the Council if requested by the Clerk.
18. Specific duties may be assigned such as organising and managing the Regeneration and Footpaths Partnership meetings. Such assignments may change and be subject to resources.
