



## DEPUTY PARISH CLERK: JOB DESCRIPTION

**POST TITLE:** DEPUTY PARISH CLERK

**GRADE: NJC SCP Points 18 to 24 [£24,982 to £28,672] per annum pro-rata**

Salary is within the National Association of Local Councils Scale

Pro-rata annual leave based on a full time equivalent of 22 days.

WPC is a member of the Avon Pension Fund/Local Government Pension Scheme

**RESPONSIBLE TO:** Westerleigh Parish Clerk/RFO (Responsible Finance Officer)

**MAIN PURPOSE OF THE JOB:** To manage and support all administration in relation to the Council's services and activities and to support the Clerk to the Council in the execution of all Council business to meet the Parish Council's statutory requirements. This will include attending meetings, minute taking, maintaining records, supporting the Parish Clerk with day to day management of the Council and ensuring that all legal requirements are complied with. Attendance at evening meetings is required (Usually one or two per month). To deputise for the Parish Clerk during their absence.

The aim is to recruit a Deputy Parish Clerk who would work towards the 20 hour Parish Clerk role in a maximum of two years.

**STANDARD HOURS:** 20 hours per week. This includes attendance at evening meetings as above. Predominantly a home based role where some file storage space, security and confidentiality are a requirement. To have a flexible approach to hours of work and day to day duties and responsibilities, to meet the needs of the Council & Parish Clerk.

**SERVICE AREA:** The area of [Westerleigh Parish Council](#).

### Overall Responsibilities

The Deputy Parish Clerk will be responsible for providing administration support in relation to the council's services and activities and other duties as required by the Parish Clerk. The Deputy Parish Clerk to the Council will support the Parish Clerk and in his/her absence act as the Parish Clerk and the Proper Officer of the Council. The Deputy Parish Clerk has a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer as required. The Deputy Parish Clerk will deputise in the absence of the Parish Clerk and in the event of any long-term absences (exceeding three months), a separate job description and grading will apply subject to a resolution of the Staff Committee and Parish Council. In the absence of the Parish Clerk, the Deputy Parish Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

### 1. Office Responsibilities

- To manage the provision of support services in connection with the day to day activities of the Parish Council and to ensure all tasks are performed professionally and in accordance with all relevant statutory obligations.

- To gain a working knowledge of all aspects of the Clerk's role and be able to provide cover for holidays, sickness and unforeseen circumstances.
- To maintain manual and computer based filing systems, which involves the creation and updating of files & the filing of all documentation.
- To assist the Parish Clerk in the delivery of agreed communication including the updating of the website and the Council's social media presence where required.
- To assist in the formulation, planning and monitoring of policies and procedures.
- To deal with the requirements of Council or Committees including taking appropriate actions to implement plans & resolutions.
- To oversee any projects as delegated by the Clerk and/or Council.
- To develop and maintain effective liaison and working partnership with other Councils and public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council has the opportunity to play a full and effective role in issues affecting the parish.
- To act, in a professional manner as a representative of the Parish Council and assist in providing a point of contact for resident enquiries.
- To assist the Parish Clerk in the management of the domestic rental agreement of The Chalet and the lease agreement of Bitterwell Lake Fishery
- To assist the Parish Clerk in the administration of Consultations and Planning Applications through the Council

## **2. Council Meetings**

- To assist the Parish Clerk in ensuring that accurate agendas and reports are available for all meetings of the Council, its Committees and Working Groups.
- As directed by the Parish Clerk, to prepare and publish, in consultation with appropriate the Members of the Council, agendas for meetings of the Council and Committees and the Annual Meeting in accordance with all statutory requirements and prepare minutes for approval.

## **3. Contractor liaison**

- To liaise and sometimes meet with small number of contractors to ensure correct services are provided. Eg Lake manager, handyman contractor, grass cutting contractor, play equipment maintenance contractor, tree service providers;

## **4. Financial Responsibilities**

- To enable the Parish Clerk/RFO to prepare and maintain detailed financial management systems for adherence throughout the Council and to ensure compliance with the Council's financial regulations.
- To assist the RFO to ensure that the Scribe computerised financial

management system is maintained with up to date records of all income and expenditure of the Council, retaining all original documents for the RFO to ensure that income due is billed and received promptly.

- To assist the RFO with any other financial related tasks if directed.

## **5. Other Responsibilities**

- Update the Council notice boards, website and social media to ensure all details are accurate and posted in time for upcoming meetings.
- To attend training courses as required by the Council.
- To work in a flexible manner to meet the requirements and demands placed on the Council.
- To travel to/within the Parish as required
- Carry out other various duties as required by the Clerk, or in their absence, the Chairman.

## **Supervision and Guidance**

The job is essentially self-supervising within the identified workload, which is planned and arranged to coincide with the dates and cycle of meetings, and the duties of the Parish Clerk. Therefore priorities are set by the Parish Clerk, and the agenda and actions required by the minutes of the meetings. There will be direct supervision by the Parish Clerk.

## **Special Conditions of the Job**

To undertake CiLCA and other job-related training courses as appropriate. The nature of the job means that it involves some evening work. Due to the nature of the job the Deputy Clerk will be expected to maintain total confidentiality in matters relating to the work of the Council and within GDPR regulations. The role is subject to a six month probationary period and an annual appraisal and review.

## **Required Skills and Personal Qualities**

See the Person Specification at

<https://www.westerleighparishcouncil.org.uk/job-vacancy/>

## **STATEMENT**

**This job description will be agreed between the jobholder and the Parish Clerk/Parish Council to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.**

**Post holder:** ..... **Dated:**

**Parish Clerk:** ..... **Dated:**  
**(on behalf of Westerleigh Parish Council)**

*Westerleigh Parish Council is an Equal Opportunities employer working within GDPR*