

Little Chalfont Parish Council

JOB DESCRIPTION – Assistant CLERK TO THE COUNCIL

Generally 20 hours per week. Actual salary £12,500 to 14,000 plus 15% contribution to pension from first day of the calendar month that follows completion of three calendar months' service.

Closing date for applications is 8th November 2021

Overall Responsibilities

The Assistant Clerk will work with and support the Clerk and deputise in her absence.

Specific Responsibilities

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 with running the parish office, dealing with visitors, phone, postal and email enquiries.
3. To manage the hall booking and sports pitch/pavilion letting process. This will include dealing with queries, taking bookings, issuing keys, communicating with customers and grounds contractors, issuing invoices and monitoring payments.
4. To assist with the procurement of goods and services in accordance with the Council's financial procedures.
5. To assist in the monitoring of contracts to ensure the Council is receiving the required level of service and value for money. To prepare reports as necessary.
6. To assist in the preparation of funding applications and to monitor media and other sources for possible funding opportunities. To report back as necessary.
7. To assist with ensuring that the Council's obligations for risk assessment and health and safety are properly met. Specifically, but not exclusively, this will include routine playground inspections, risk assessment prior to initiation of works, fire risk assessments and monitoring of the cleaning contract. Yearly risk assessment reviews.
8. To ensure the Council's website is kept up to date. This will include writing, articles and sending minutes, agenda, local information and other notices to the website administrator. In due course, some items may be uploaded from the office by the post holder.

9. To assist in the preparation of agenda and back up papers for meetings of the Council and Committees. The post holder will also be required to attend and minute meetings of the planning committee and progress any actions agreed as necessary. This will include preparing the Council's comments on planning applications and reporting these in a timely manner to the Local Planning Authority. Planning meetings are every four weeks and are generally on Wednesday evenings. Similar duties associated with the Westwood Park Working Party, Nature Park management group and Village hall working party will also be undertaken.
10. If the Clerk is absent, to attend meetings of the Council and meetings of its committees, sub-committees and working parties, and prepare minutes for approval. (Whenever possible the Clerk usually schedules holiday leave to ensure presence at meetings.)
11. To assist with the receipt of correspondence and documents on behalf of the Council and to assist with dealing with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
12. To assist with the receipt of and reporting on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
13. To assist with the studying of reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
14. To assist with the composition of the Council's responses to consultations on many diverse topics for approval at Council. This will involve detailed research at times.
15. To assist with monitoring the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
16. To act as the representative of the Council as required.
17. To assist with issuing notices and preparing agenda and minutes for the Parish Meeting, to attend Parish Meetings and assist with any follow up actions agreed at such meetings.
18. To attend relevant training days as required by the Council.
19. Liaison with Buckinghamshire Council as necessary and to forward any queries or complaints received from residents or councillors as appropriate.
20. To help keep the office and hall clean and dispose of rubbish. The hall is cleaned three times a week by a professional cleaning company, but on occasion it may be necessary to tidy round, remove items left behind by users or clear items from the office.

21. Assist the Clerk with any other tasks as necessary.
22. The position is for 20 hours per week. The successful candidate must be available to work weekday mornings including Mondays and Fridays and planning committee meetings (see 10 above).
23. The post holder will be based in the parish office which is attached to the Village Hall and parking is available. They will be required to visit other sites, locations and organisations in the course of their duties.

Specification - Personal Skills / Qualifications

The primary skills required for this post are a high standard of literacy, numeracy and accuracy together with well-developed IT skills to cover at absolute minimum Word, Excel, and PowerPoint. Much of the correspondence is by e-mail so high levels of skill in this area are crucial.

Applicants must be self-motivated and manage their own workload.

They must have the ability to engage with people.

Previous experience working for a Town or Parish Council would be advantageous but is not essential.

The work is very varied so an ability to juggle priorities together with a flexible approach to work is required.

It is essential that the Assistant Clerk will provide cover in the Clerk's absence, subject to reasonable notice.

An ability to multi-task and prioritise is essential together with an aptitude to work accurately.

Candidates must be willing to accept an element of lone working.

Communication with the public and other governmental organisations is also a large part of the job and is mainly by telephone so a mature telephone manner is absolutely essential. From time to time complaints to the Council both by phone and in person can be quite robust and a pragmatic, calm manner is required to deal with such situations.

Flexibility is essential as there can be some evening work. It is also essential to be able to drive and have a vehicle available for work purposes.

Brief Background Information for Candidates

Little Chalfont Parish Council was established in 2007 and was formed from parts of Amersham Town Council's and Chalfont St Giles Parish Council's respective geographic areas.

There are over 6800 residents and the Parish Council has 9 councillors covering three wards.

The Council's assets include the Village Hall in Cokes Lane, a recreation ground with sports facilities and a play area at Westwood Park together with other smaller open spaces.

The Parish Council owns and is responsible for the footway lighting in Little Chalfont. The contract for the repair and maintenance of the lighting is undertaken at present by Sparxs.

Town and Parish Councils are undergoing rapid change at present due to budgetary constraints placed on Buckinghamshire Council.

The Parish Council is involved in a number of exciting projects at the present time including the creation of a new community centre (which will also house the parish office) and, in liaison with the Little Chalfont Community Association.