

**STOKE MANDEVILLE PARISH COUNCIL
JOB DESCRIPTION FOR ASSISTANT CLERK**

Hours: 15 hrs per week. Flexible working. This will include some evening meetings.
Base: Parish Office, Community Centre, Eskdale Road, Stoke Mandeville.
Salary: National Joint Council Scale 18–20. £24,982 to £25,991 pro-rotta. (£12.95 to £13.47 per hr)
Responsible to: Clerk to the Council
Role: The Assistant Clerk will work with the Clerk of the Parish Council to ensure that the instructions of the Parish Council in connection with its function as a Local Authority are carried out and in a timely manner.

In the absence of the Clerk, the Assistant Clerk will be responsible for the operation of the Council's services, administration and financial management including day to day management and dealing with members of the Council, partners (such as contractors and suppliers) and the general public.

Place of Work Parish Council Office for liaising with the Clerk with the scope to work from home. The post holder should be able to travel around the parish and to work in the community.

JOB DESCRIPTION

1. To assist with the work of providing an administrative service to the Parish Council under the direction of the Parish Clerk on general and financial matters.
2. In the absence of the Clerk to receive correspondence and documents, dealing with same and bringing such items as may be appropriate to the attention of the Parish Council.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees / working groups as may be delegated. Attending and servicing those meetings and dealing with any issues arising.
4. To undertake research as may be necessary to advise the Clerk and assist the Council in its work.
5. To assist in the delivery of any of the Council's projects.
6. To undertake administration of the Council's allotments, issuing invoices, collection of rents and maintaining records, including the use of allotment management software.
7. Assisting with the Council's website and social media in conjunction with the Clerk.
8. To deal with public enquiries, received by email, phone or in person.
9. To be responsible for the MVAS (Mobile Vehicle Actuated Sign) including analysing data.
10. To take responsibility for the archiving of the Council's records.
11. To be responsible for the updating of the Parish Council notice boards.
12. In conjunction with the Clerk, to liaise with the public as and when required.
13. To undertake regular inspections of the playground and surrounding equipment.
14. To attend training courses as required.
15. Other duties as may be required.

SKILLS REQUIRED

- IT skills – good working knowledge of the Microsoft range of applications. Knowledge of Microsoft Teams and familiarity with the use of websites and social media would be an advantage.
- Information gathering
- Report writing / minute taking
- Good communication and interpersonal skills, building strong working relationships with key stakeholders
- Experience in event organisation and/or project management would be an advantage, as would familiarity with local government
- Methodical and thorough approach to work, with the ability to work under minimal supervision

This job description may be changed as required with the agreement of the post holder.