

# KEGWORTH PARISH COUNCIL

## JOB DESCRIPTION

**Post Title:** Assistant Clerk to Kegworth Parish Council ('the Council')

**Location:** The role is based at the Kegworth Parish Council Office, 1 London Road, Kegworth, DE74 2EU

**Reporting to:** The Clerk to Kegworth Parish Council

**Grade:** NJC Spinal Column Points 18–23 (starting at Point 18) £15.84 - £17.29 per hour

**Hours of Work:** 12.5 - 15 Hours per Week (Actual hours to be agreed)

**Pattern of Work:** Pattern of work to be agreed, but must include Friday mornings (See also Special Terms of Employment below)

**Job Purpose:** The Assistant Clerk will support the Clerk in delivering the proper administration of the Council and will cover for the Clerk to the Council in their absence to ensure the smooth running of the Parish Council. A general knowledge of Local Government procedures, finance, and administration is desired, together with good communication, IT skills, and the experience and confidence to deputise. Training will be offered to the person in the role to become qualified in local council administration. Progression into the role of Clerk in the future will be an option for the right candidate.

### DUTIES AND RESPONSIBILITIES:

#### 1. Assisting the Clerk in Ensuring Compliance with Legal Duties

- Working alongside the Clerk to ensure that all statutory and other provisions governing the running of the Council are observed.
- Deputising for the Clerk in their absence, including preparing agendas, displaying notices, clerking meetings, typing minutes, and carrying out instructions from the Council, overseeing cemetery administration and directing staff as required.
- Understanding the implications of the Data Protection Act and GDPR regulations and handling information appropriately to ensure confidentiality of records and information is maintained.

#### 2. Office Administration

- To provide a varied range of clerical, administrative and financial support to the Clerk and the Council, using a range of Microsoft Office packages, including Word, Excel, Powerpoint, online communication tools (such as Teams and Zoom), and the local council finance package, Scribe.
- To provide an effective reception and telephone service as the first point of contact for all enquiries by telephone or in person.

- To provide clerical support including typing, responding to emails, photocopying, shredding, and filing.
- To purchase and maintain equipment and materials as required by the Clerk.
- To undertake administration of the allotments including issuing agreements, recording rental income, and ensuring a good standard of cultivation of plots and maintenance of the sites.
- To log planning application consultations as received and respond to the Planning Authority as directed by the Council.
- To keep the Council's electronic and paper records up to date.

### **3. Financial Administration**

- To record income received and issue receipts.
- To record invoices for payment on to the Council finance systems in preparation for authorisation by the Council and payment by the Clerk.
- To make enquiries with suppliers and seek quotes for works as directed by the Clerk.
- To produce financial reports as required.

### **4. Risk Management Administration**

- To carry out and record inspections of the Council's allotment sites to ensure a good standard of cultivation of plots and address any issues with the support of the Clerk and reporting any issues to the Clerk.
- To carry out and record weekly inspections of Council-owned play areas to ensure a good standard of maintenance, reporting any issues to the Clerk.
- To support the Clerk in the management of the Council's other assets.

### **5. Communication and Marketing**

- To assist the Clerk with the production of the Council's newsletter.
- To support the Clerk with updating the Council's website and noticeboards.
- To monitor social media, bring to the attention of the Clerk any pertinent issues, and post appropriate items as instructed.
- To positively promote the Council and its work within the community.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

- **Training**

As a minimum requirement for effectiveness in the position of Assistant Clerk to the Council, the post holder shall either hold, or be willing to work towards, obtaining the Introduction to Local Council Administration (iLCA) and the iLCA to CiLCA (Introduction to Local Council Administration to Certificate in Local Council Administration) qualifications.

Progression to the CiLCA will be supported for the right candidate.

The post holder will attend training courses and acquire and maintain the necessary professional knowledge for the efficient execution of the role, keeping up to date with new legislation, procedures and techniques.

On the job training and support will be available from a qualified Clerk.

- **Health and Safety**

The post holder will take reasonable care for the health and safety of themselves and of others who may be affected by their activities and where appropriate safeguard the health and safety of all persons under their control and guidance in accordance with the provisions of Health and Safety legislation.

The post holder will exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the Parish Council or provided or issued by a third party for individual or collective use in the performance of their duties.

- **Equal Opportunities**

The post holder will uphold the Parish Council's Equal Opportunities policies and practices, thereby promoting fair and quality service for all.

- **Civility and Respect**

The post holder will uphold the Parish Council's Civility and Respect policy and practices, treating everyone with dignity, respect and courtesy, and supporting the Council's aim to create a workplace where there is zero tolerance of harassment and bullying.

## **OTHER DUTIES**

This job description indicates the broad areas of activity of the post. From time to time, however, other duties may be required but these will be commensurate with the general areas of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with the post holder, be incorporated into the job description in specific terms and a revised job description will be formally issued to the post holder.

## **SPECIAL TERMS OF EMPLOYMENT**

There will be a requirement to attend evening meetings if these fall during an absence period of the Clerk, and to attend occasional events outside of normal working hours.

Date: January 2025