

## Barrowby Parish Council Clerk

18 hours per week across 4 or 5 days

Working from home or hybrid working arrangement

In the range of SCP 20 to 23

(£31,586 per annum per rata, £16.37 per hour to £33,366 per annum per rata, £17.29 per hour) + NEST pension contribution

Barrowby Parish Council seeks a new clerk to advance council and oversee the delivery of projects to enhance its sense of community for its 2,000+ residents. Barrowby is a rural village with a growing community that sits circa 2.5 miles east of Grantham in Lincolnshire. Council is keen to move forward by shaping its vision through the development and delivery of a business plan. Having the right clerk in place will be crucial to delivering on the council's vision.

In the perfect world, council would be seeking a CiLCA qualified clerk, but the perfect world isn't the current reality within the clerking sector. That is why it welcomes expressions of interest from other applicants who are willing to flex and grow with council. You may have experience of working in a local authority/public service environment or have private sector experience where multi-tasking, working to legal deadlines and being highly organised and methodical is a given. To aid potential applicants from outside the sector, a job description and person specification underpin this advertisement as the role is responsible for the statutory and legal duties of council.

There is already resilience within the staffing structure as the clerk will be supported by the Responsible Financial Officer (RFO), an assistant clerk, a caretaker and a litter picker. There are eleven seats at council, with one councillor vacancy. Next year's precept has been set at £68,500 with circa £55,000 of income from its assets and grant awards. The council is responsible for, and directly manages a sports pavilion and sports field, the Reading Room, a burial ground, allotments and two play areas. The RFO and assistant clerk currently oversee three of the council's five committees.

You will be joining council at a key stage in its progression. Therefore, it is open to suggestions on how to make this opportunity work for all, as you, will be central in shaping the role and the council's future staffing structure.

The Council adheres to 'Green Book' terms and conditions as incorporated within the National Association of Local Councils and Society of Local Council Clerks contract of employment.

You can apply by completing and sending the accompanying application form to the locum clerk, Sharon Pyke via email: [clerk@barrowbyparishcouncil.gov.uk](mailto:clerk@barrowbyparishcouncil.gov.uk) by 11:59pm on Sunday 23 March 2025. Applications will be acknowledged with interviews taking place as soon as possible after the closing date. Further information relating to the parish can be found on the Parish Council's website: <https://barrowbyparishcouncil.org.uk/>. If you wish to have an informal chat in advance of submitting your application, please call the locum clerk on 07710 087124.

**BARROWBY PARISH COUNCIL**  
**PARISH CLERK JOB DESCRIPTION**

**Responsible To:** Barrowby Parish Council  
**Contracted Hours:** 18 hours per week  
**Job Description Date:** 20 February 2025

**Main Purpose of Role:**

To work with and support the Council in achieving its stated aims and objectives.

**Overall Responsibilities:**

The Parish Clerk is the Proper Officer of the Council and as such is under 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. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The 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.

**Specific Responsibilities:**

1. As the Parish Council's adviser in all matters, provide the necessary information for effective decision making.
2. Be responsible for the management, supervision and mentoring of all staff in keeping with the adopted policies of the Council.
3. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
4. In collaboration with the Responsible Finance Officer to ensure that the Council's obligations to insure are properly met.
5. In collaboration with the Responsible Finance Officer to ensure that the Council always has an approved, up to date, regularly reviewed Risk Register, Risk Management Plan and Health and Safety Plan recommending updates or changes as required.
6. To prepare in consultation with appropriate Councillors, agendas for meetings of the Council committees; to attend such meetings and prepare minutes for approval.
7. To receive and issue correspondence and documents on behalf of the Council and to deal with this, bringing such items to the attention of the Council as required.
8. To draw 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 the likely effects of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as a representative of the Council as required.
11. To issue notices and prepare agendas and minutes for the Annual Parish meeting and to implement outcomes.
12. To prepare in consultation with the Chair of the Council, press releases about the activities and/or decisions of the Council.
13. To attend training courses on the work and role of the Clerk as required by the Council.
14. To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks and other relevant bodies as a representative of the Council as required.

15. To supervise all and any Council driven work carried out in the Parish area, including project work.
16. To be responsible for, manage, monitor and update in a timely manner the Council's social media presence and website.
17. To identify new and innovative ways of working to ensure the Council is as effective and efficient as possible in meeting its obligations and requirements.
18. To manage the upkeep and maintenance of the Reading Room and Burial Ground.
19. Oversee regular weekly and quarterly play area inspections, liaise with contractor to arrange repairs and make regular reports to Council.
20. To cover for the Responsible Finance Officer and Assistant Clerk as required.

**Personnel Management:**

1. To supervise and manage 4 members of staff in keeping with the adopted policies of the Council.
2. To ensure the effective delegation and allocation of responsibilities and activities to any staff.
3. To review the performance of staff at regular intervals, ensuring appropriate training and updating of skills to match the responsibilities and duties in light of annual appraisals.
4. To ensure principles of equality and diversity are embraced.

**Civic and Community:**

1. To establish and maintain good working relationships with Councillors, employees, voluntary groups, churches, community organisations, local authorities and other relevant agencies.
2. To meet with members of the public and other organisations as required to discuss community issues, answer questions and respond to complaints or pass on to relevant agencies.
3. To act as a representative of the Council, at meetings with key stakeholders and positively promote the Council within the local community to ensure its continued presence in local affairs.
4. To attend meetings of outside organisations or ensure suitable representation when necessary.

**General Duties:**

1. To answer and deal with all telephone calls to the Parish line in a timely, efficient and courteous manner.
2. To ensure that the Council complies at all times with all aspects of Data Protection and the GDPR legislation requirements.
3. Manage Freedom of Information and Subject Access Requests.

**Personal Duties:**

1. To have due regard for your own health and safety and that of any colleagues who may be employed and the general public and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.
2. To treat colleagues, Councillors, partners and members of the public with respect and equality.

## BARROWBY PARISH COUNCIL

### Parish Clerk Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Work Experience</b>	<p>Experience attending meetings, taking minutes and following procedures in either a governmental, charity or similar environment.</p> <p>Experience of providing administration support to a high standard and working collaboratively with a team.</p> <p>Experience in writing clear and accurate reports and correspondence.</p> <p>Experience of dealing with members of the public with tact and diplomacy.</p>	<p>Previous local government experience / experience within a Town or Parish Council setting.</p> <p>Experience of organising public events &amp; functions.</p> <p>Line management experience.</p>
<b>Skills/Knowledge</b>	<p>Understanding of and ability to apply frameworks to your work to ensure you are complying with legal requirements.</p> <p>Well organised, able to prioritise workload and adapt to changing environment.</p> <p>Self-reliant and self-motivated and able to problem solve.</p> <p>Reliable and enthusiastic with an attention to detail.</p> <p>Good communication skills with the proven ability to communicate confidently and clearly to a wide variety of people effectively (general public of all ages, coworkers, contractors).</p> <p>IT skills (intermediate level) and experience of interrogating data, producing documents and use of Windows based software.</p> <p>Understanding and commitment to equality, diversity and confidentiality at all times.</p>	<p>Understanding of the workings of the various tiers of local government.</p> <p>Knowledge of legal, statutory and other provisions governing or affecting the Council.</p> <p>Experience of working with Councillors.</p> <p>Experience of website content management and social media.</p>