

Deputy Clerk (Local Government Officer) – Job Description

Role summary

To provide support to both Council and Parish Clerk to ensure the smooth running of the Parish Council.

Some evening work will be required. The Deputy Clerk will provide cover for all the duties carried out by the Parish Clerk during periods of annual leave or illness. The Deputy Clerk must have the confidence to deputise in such a manner.

Main Duties of the role.

The main duties of the role centre around administrative, clerical, advisory and secretarial tasks.

The Deputy Clerk will be required to carry out tasks with minimal supervision and will be accountable to the Parish Clerk on a day to day basis.

- In conjunction with the Parish Clerk, ensure that all statutory and other provisions governing or affecting the running of the Parish Council are observed.
- In conjunction with the Parish Clerk, ensure all the Parish Council's obligations for risk assessment are properly met and managed
- To issue notices and prepare agendas whilst liaising with the Councillors and council/committee chairs as necessary.
- To attend both committee and ad-hoc meetings as required and prepare minutes/notes of any such meetings.
- To implement decisions from Parish Council and committee meetings, ensuring the work is carried out in-line with the Councils policies and procedures (including the Financial Regulations).
- To monitor the implementation of the Council's policies to ensure that those policies are achieving the desired result and, where appropriate, suggest modifications.
- To draw up, both on their own initiative and as a result of suggestions by Members, proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action, obtaining advice where needed.
- Carry out administrative, clerical, secretarial and other appropriate tasks in the office as directed by the Clerk. This is to include the receipt of correspondence, bringing any required items to the attention of the Parish Clerk and/or the Parish Council.

- Assist the Parish Clerk with the management of contractors including our grounds maintenance contract.
- Provide the Parish Clerk and Councillors with general office support acting as the main office contact for the shared email inbox.
- Assist the Parish Clerk with the administration of the Parish Council website and Facebook page, including the publication of information as required in the Transparency Code and Council's publication scheme.
- To prepare, in consultation with the Clerk, press releases about the activities of, or decisions of, the Council.
- Take and administer bookings of the Parish Council's facilities.
- In conjunction with the Parish Clerk, manage the running of Kings Worthy Community Centre including but not limited to the administration of bookings, liaising with contractors, and the management of safety and maintenance tasks.
- In conjunction with the Parish Clerk, administer the Parish Council's burial ground(s) including interments.
- Assist the Parish Clerk, as required, with the preparation of the monthly management of accounts report including payment listings, budgeting and VAT reclaims.
- Assist the Parish Clerk, as required, with the preparation of payments on the Parish Council's online banking system.
- In conjunction with the Clerk ensure proper management of the Parish Council's assets working with the Council to ensure they are maintained to an appropriate standard, particularly in relation to public safety.
- In conjunction with the Clerk, ensure the Council's asset register is accurately maintained.
- Ensure accurate record keeping for the Council's public access defibrillators, arranging for maintenance and/or replenishment as required.
- To work with the Council's weekly play area inspector to ensure any issues raised are dealt with a prompt manner.
- In conjunction with the Clerk, with the implementation of the Parish Council's emergency plan.
- Carry out other general tasks as required by the Parish Clerk and/or Council/committee.
- To liaise with the Council's noticeboard group to ensure up to date information is published on the Council's 8 noticeboards.

- To act as the representative of the Council as required with both village organisations, and other local and national bodies.
- To attend any training courses or events relating to your role, as required by the Parish Council.
- To carry out any other duties commensurate with the post.