



## **Job Description - Clerk to Binsted Parish Council**

Reports to: The Council through the Chair of the Council  
Direct Reports: Yes (Responsible Financial Officer / Deputy Clerk)

### **Job purpose:**

The Parish Clerk has overall responsibility for managing the operations of the parish council and its facilities. As the 'Proper Officer' of the council, the Clerk has responsibility for its financial and administrative affairs, including the custody of council documents and records.

The role is currently supported by a part time Responsible Financial Officer / Deputy Parish Clerk.

### **Principal responsibilities**

- 1) Guide and advise the Council in its statutory role as a local authority, ensuring that all statutory and other necessary provisions are observed, and all lawful instructions of the Council are carried out, acting as the main point of contact on Council business.
- 2) Work with the Council's elected members, to ensure effective leadership and direction for the Council's personnel, operations, finances and other assets (e.g. council buildings.)
- 3) Provide effective administration of the Council's business by: preparing papers and minutes for Council Meetings, sub-Committees and Working Groups; dealing with correspondence; and implementing project and policy decisions from council meetings.
- 4) Assist the Council in its formation of policies and projects, by drawing up proposals for its consideration, using own initiative plus suggestions by Councillors and external specialists.
- 5) Engage with the local community, to proactively build partnerships and relationships.
- 6) Seek out opportunities to develop the council's activities in line with the community's needs, where appropriate bringing forward the necessary business cases for decision by the Council, and securing external funding if required.
- 7) Manage the Parish Council website and ensure the Council's facilities and activities are promoted effectively, by preparing and managing associated news and social media items.
- 8) Manage the Responsible Financial Officer and any other staff, undertaking all necessary management of salaries, conditions of employment and work delivery.
- 9) Ensure that: the council's finances are properly managed; its obligations for Risk Assessment are met; and all contracts and any Service Level Agreements are delivered.
- 10) Manage health and safety to ensure the well-being and safety of all who visit or work in the facilities managed by the Council.
- 11) Encourage a culture of continuous improvement through quality assurance and performance management.
- 12) Maintain professional knowledge by attending any necessary training courses and seminars/conferences, such as the Conference of the National Association of Local Councils or the Society of Local Council Clerks.



## **Job Specification**

The key requirements of the successful candidate are as follows:

**Essential /  
Desirable**

### **Education, qualifications and achievements**

Good general standard of education, including English & Maths GCSEs Essential

Hold Certificate in Local Council Administration (CiLCA) or equivalent, be working towards this, or be prepared to undertake this training. Essential

### **Knowledge and experience**

Experience in an administrative role, preferably within local government Essential

Experience of committee processes/procedures and/or an understanding of local government law/practice Essential

Experience of working with budgets and managing finances Essential

Experience of partnership working (in statutory/voluntary/private sector) Desirable

Experience of project management and grant funding applications Desirable

Experience of a customer service role Desirable

Knowledge of the local area and its issues Desirable

### **Skills and abilities**

Excellent communication skills (able to write and speak clearly, concisely and understandably.) Essential

IT skills (Word, Excel, Powerpoint, Outlook) Essential

Experience of updating websites (wordpress) and managing social media, or a willingness to train to do these Essential

### **Personal qualities and attributes**

Proven organisational and interpersonal skills Essential

Good team player, able to build rapport with a wide range of people Essential

Ability to work calmly to deadlines under pressure Essential

Assertive, tactful and diplomatic Essential

Enthusiastic for the delivery of quality services for the community Essential

Willing to work two or three evenings per month Essential

Hold Full Driving Licence and own car Desirable



## Hours and Salary

- The role is 25 hours per week, to be worked flexibly, including two or three evening meetings per month.
- It will involve a mix of home working and working from the council office in Binsted.
- Salary range: £15.9-£22.8K (£23.5-£33.7K Full Time Equivalent), depending on qualifications and experience.
- We are offering 25 days holiday per year (pro rata) and enrolment into the National Employment Savings Trust (NEST) defined contribution workplace pension scheme.
- Binsted Parish Council is an equal opportunities employer.

## Application process:

For an informal discussion about the role, you're welcome to contact the current Clerk, Sue Hodder, on 07483 310 631.

Please send your CV and covering letter to [clerk@binstedparishcouncil.org.uk](mailto:clerk@binstedparishcouncil.org.uk).

## Key dates

Application deadline: **22 March 2021**

Interview dates: **Week commencing 29 March 2021.**