

JOB ADVERT

ASSISTANT TO THE PARISH CLERK TO WOODSETTS PARISH COUNCIL

PERSON SPECIFICATION AND JOB DESCRIPTION

PERSON SPECIFICATION

- **EFFICIENT OFFICE ADMINISTRATOR**
- **ACCURATE RECORD KEEPER WILLING TO ADAPT TO A VARIETY OF WORK REQUIREMENTS**
- **EXPERIENCE IN USE OF TECHNOLOGY INCLUDING WEBSITES**
- **AWARENESS OF WORKINGS OF A PARISH COUNCIL**
- **A GOOD COMMUNICATOR WITH CONFIDENCE IN DEALING WITH COUNCILLORS AND MEMBERS OF THE PUBLIC**
- **ABILITY TO BE TACTFUL, ASSERTIVE, DIPLOMATIC AND MAINTAIN UTMOST CONFIDENTIALITY**

JOB DESCRIPTION

- **TO PROVIDE ADMINISTRATIVE SUPPORT TO THE PARISH CLERK AND COUNCILLORS**
- **TO USE OWN INITIATIVE TO CARRY OUT THE SPECIFIC RESPONSIBILITIES BELOW**

THE ASSISTANT TO THE PARISH CLERK WILL BE ACCOUNTABLE TO THE PARISH CLERK FOR THE EFFECTIVE MANAGEMENT OF ALL COUNCIL RESOURCES AND WILL REPORT TO THE PARISH CLERK AS AND WHEN REQUIRED

PAID HOURS OF WORK ARE 6 PER WEEK, SALARY RANGE £12 PER HOUR. THE SUCCESSFUL APPLICANT WILL BE EXPECTED TO ACHIEVE THE CILCA QUALIFICATION WITHIN 2 YEARS OF THE DATE OF APPOINTMENT. SUPPORT WILL BE GIVEN TO FACILITATE THIS.

SPECIFIC RESPONSIBILITIES

- **LIAISE WITH THE PARISH CLERK ON A REGULAR BASIS TO DISCUSS PROGRESS**
- **LIAISE WITH COUNCIL CHAIRPERSON AS AND WHEN NECESSARY**

- ATTEND PARISH COUNCIL MEETINGS IN THE ABSENCE OF THE CLERK, DRAFT MINUTES OF THESE MEETINGS AND IMPLEMENT THE DECISIONS AGREED BY THE COUNCIL
- ASSIST IN THE PREPARATION OF SPECIFICATIONS FOR WORK REQUIRED TO BE UNDERTAKEN BY CONTRACTORS TO THE PARISH COUNCIL, OBTAIN QUOTES FOR WORKS TO BE CARRIED OUT AND ASSIST IN MONITORING PROGRESS.
- ASSIST WITH GRANT FUNDING APPLICATIONS AND SOURCE NEW STREAMS
- ASSIST THE FINANCIAL SUBGROUP TO CARRY OUT THE INSPECTION OF FINANCIAL RECORDS QUARTERLY
- MONITOR AND INSTIGATE A PROCESS OF REVIEW OF PARISH COUNCIL POLICIES
- ENSURE THAT THE PARISH COUNCIL ASSET REGISTER IS UP TO DATE
- TO ASSIST THE BUSINESS CONTINUITY GROUP TO DEVELOP ITS PLAN
- TO SHARE RESPONSIBILITY FOR BOOKINGS OF THE SPORTS PAVILION AND GROUNDS WITH THE CLERK

APPLICATION PRECEDURE

PLEASE FORWARD YOUR CV, COVERING LETTER AND 2 REFERENCES TO THE CLERK OF THE COUNCIL, BRIAN SMYTH AT clerk@woodsettsparishcouncil.gov.uk by 5pm FRIDAY THE 21ST OCTOBER 2022.

INTERVIEWS WILL BE HELD WC 31ST OCTOBER 2022