

Job Description

Job Title – Deputy Clerk

Job Type – Permanent, 15 hours per week (Part time)

Responsible to – Parish Clerk

Location – Eckington Civic Centre, Market Street, Eckington, S21 4JG

Salary – SCP LC2 24-28

Job Purpose

To assist the Clerk to the Council in the execution of all Council business and to meet the Parish Councils statutory requirements. To deputise for the Clerk during their absence.

Will provide administrative, clerical and secretarial support to the Clerk.

About the Parish Council

Eckington has 17 elected Parish Councillors. The Parish is split into 4 wards Eckington North Ward, Eckington South Ward, Marsh Lane, Ridgeway and Troway, Renishaw and Spinkhill.

The Council owns and maintains 3 halls at Marsh Lane, Renishaw and Spinkhill and Eckington Civic Centre.

Main Duties

1. To support the Parish Clerk in ensuring the smooth running of the Parish Council Administration.
2. To assist in the preparation of agendas, reports and associated documents for all Council meetings as required.
3. To attend meetings and produce accurate draft minutes when required.
4. To deputise for the Clerk at meetings, when required.
5. To take appropriate actions to implement Council resolutions.
6. To manage the personnel records to include monitoring of annual leave and sickness absences.
7. To manage the Council vehicle, ensure road fund licence, MOT, servicing etc is up to date.
8. To organise and manage Renishaw and Spinkhill Community Hall and Playing fields including sports pavilion:
 - a. To take bookings for the Renishaw and Spinkhill Community Hall, Playing Fields and pavilion, issuing all the relevant paperwork and invoices, maintaining associated diaries/records, and ensuring receipts issued.
 - b. To be conversant with Renishaw and Spinkhill hiring conditions and to ensure relevant fire, electrical, safety etc. annual inspections are carried out and certificates received.
 - c. To liaise with staff for all bookings of Renishaw and Spinkhill Community Hall.
 - d. To organise renovation/maintenance projects at the Hall and Pavilion.
 - e. To submit any funding bids applicable to the Hall or Pavilion.

9. Promote the profile and turnover of the Parish's community halls.
10. To be responsible for undertaking and keeping up to date all Council's risk assessments.
11. To deal with telephone, face to face and email enquiries relating to the work of the Council.
12. To organise and manage the Council's allotment sites:
 - a. Assess applications for allotments from new and prospective tenants and determine the appropriate allocation of allotments.
 - b. Monitor the condition of individual allotments and liaise with tenants, as appropriate, to ensure the completion of any remedial work required. If necessary to escalate unresolved issues to the appropriate Working Party/Committee.
 - c. Resolve issues arising with and between tenants, referring difficult or policy issues to the appropriate Working Party/Committee.
 - d. Restore abandoned or overgrown plots. Improve the condition of poorly maintained plots. Make better use of space by sub-dividing or otherwise rearranging plots.
 - e. As required prepare neglected and abandoned plots for letting.
 - f. Act as lead contact and liaise with the Authorities such as Police during periods of criminal behaviour such as vandalism or theft. Reassure and keep plot holders updated with criminal investigations and help make good any damage caused
 - g. To keep allotment paperwork organised and up to date.
 - h. To submit appropriate invoices to allotment tenants for rental and water charges which are applicable.
13. To organise and support Community events and apply for any relevant funding towards supporting these events.
14. Behave in a professional manner at all times, adhering to confidentiality policy and equal opportunity policy, protecting the image of the Council.
15. To demonstrate a willingness to undertake training courses as appropriate.
16. To liaise with voluntary groups, other local Councils and government departments/agencies as appropriate.
17. To undertake any other reasonable tasks as directed by the Clerk to the Council or the Parish Council.

The list of duties is not exhaustive and other duties may be required as and when directed by the Clerk. To ensure that the Council's obligations are properly met.

General:

All applicants must be able to demonstrate the right to work in the UK. The post will be subject to a three-month probationary period. This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The post holder will be expected to undertake training and retraining throughout employment in this post and will be expected to discuss and identify their training goals, with the Parish Clerk to develop their knowledge base and ability in their role.