

## **Meopham Parish Council Assistant Clerk - Job Description**

The overall purpose of the role is to assist, support and deputise for the Parish Clerk at Meopham Parish Council in all aspects of the day-to-day management and operation of council services and resources in line with relevant laws and statutory obligations to ensure compliance. This means that the role mirrors many of the accountabilities, duties and responsibilities of the Clerk

### **Specific Responsibilities**

- To prepare in consultation with appropriate members, agendas for meetings of the Environment and Amenities committee, Planning and Projects committee, and the Planning Applications committee. To attend such meetings and prepare minutes for approval.
- To prepare any reports for the committees listed above and implement any agreed actions/decisions.
- To deal with incoming communications to the office and highlight any that need the Clerk's attention.
- To supervise any council contractors and the quality of their work, providing them with job sheets on a fortnightly basis.
- To maintain the Parish Council website and social media, produce a parish newsletter and ensure that meeting and other notices are displayed on notice boards.
- To allocate planning applications to members of the Parish Council, deal with time extensions, send the council's agreed responses to GBC following the meetings of the Planning Applications committee and circulate GBC decision sheets.
- To liaise with external agencies such as KCC Highways, Gravesham Council, the MP etc. and with members of the public as appropriate.
- To support the Responsible Financial Officer in overseeing the Council's financial accounts and assisting with the preparation of documentation for audit purposes.
- To support the Clerk in ensuring that the Council's obligations for Risk Assessment are properly met.
- To assist the Clerk with any other duties as and when required
- To deputise for the Clerk in their absence and fulfil any duties as required.
- To undertake any necessary training.

### **Terms of Role**

- 30 Hours per week. To be worked 9am-3pm Monday to Thursday and 9am-2pm on Friday. The extra one hour per week shall be used as required for attendance at Council meetings outside the fixed hours (day time and evening) and the Annual Parish meeting. Some option occasionally to work from home or more flexible hours to be agreed with the Council.
- Salary at an appropriate position on Local Council incremental scale LC1 'above substantive range' which goes from point 13, £11.76 per hour, to point 17, £12.73 per hour (pay review pending)
- The Council will support and provide the funding for the Assistant Clerk to achieve the Introduction to Local Council Administration (ILCA) qualification and then progress to the Certificate in Local Council Administration (CiLCA)
- The council will also pay the membership fee for the Assistant Clerk to be part of the Society of Local Council Clerks (SLCC)