



Assistant Clerk (Part-Time) - Saltford Parish Council

Job Description

Job Title

Assistant Clerk

Salary

NJC SCP 15 (£30,024 per annum pro rata, £15.56 per hour) to SCP 17 (£31,022 per annum pro rata, £16.08 per hour). *National pay award pending.*

Hours

10–12 hours per week (to be agreed at interview). Applicants should state their preferred weekly hours within this range. Hours are worked flexibly over two or three weekdays, between 8.00am and 6.00pm.

The successful applicant must be available to work on the first Wednesday morning of each month. Availability to work on the last Thursday morning of each month would be advantageous.

Occasional evening meetings will be required; these will be agreed in advance with the Clerk and time off in lieu will be provided.

Location

Primarily home-based, with attendance required at the Saltford Parish Council Office and at locations within the village, including the churchyard, allotments and other Council assets and venues as required. Attendance at external meetings in the Bath and North East Somerset area may also be required on occasion.

The Council will provide appropriate equipment to enable the postholder to undertake their duties effectively. The postholder must have access to a suitable home-working environment and a reliable telephone and internet connection.

Responsible To

Clerk and Responsible Financial Officer (RFO)

Responsible For

The post has no line management responsibilities but will provide support and coordination for volunteers involved in Parish Council activities.

Pension

Avon Pension Fund - Local Government Pension Scheme (LGPS)

Annual Leave

Annual leave entitlement in accordance with National Joint Council (NJC) terms and conditions for Local Government Services, calculated on a pro-rata basis.

Probationary Period

The appointment will be subject to a six-month probationary period.

Purpose of the Role

Saltford Parish Council is seeking to appoint an enthusiastic, organised and community-focused Assistant Clerk to support the delivery of a wide range of Parish Council services and responsibilities.

The Assistant Clerk will take lead responsibility for the administration and coordination of planning matters, allotments, churchyard maintenance, Council assets and community events. The role also provides operational and financial administrative support to the Clerk and Responsible Financial Officer when required, and will deputise for the Clerk when required.

The successful candidate will work closely with Councillors, residents, volunteers, contractors and partner organisations and must be confident in dealing with a wide range of stakeholders.

The role requires occasional visits to outdoor sites and locations throughout the parish, including allotments, the churchyard and other Council assets, some of which may involve uneven ground and varying weather conditions.

The role also requires occasional attendance at meetings, including some evening meetings, both within and outside the parish.

The successful candidate will be a proactive and self-motivated individual who is able to work independently, manage competing priorities and take ownership of their areas of responsibility. They will be comfortable identifying issues, opportunities and tasks that require attention and taking appropriate action without the need for close supervision. A strong commitment to supporting the local community and helping to deliver positive outcomes for residents is essential.

Key Responsibilities

Planning - To oversee, administer and support all aspects of the Parish Council's 'Planning Matters', including to:

- Administer and monitor consultations on planning applications.

- Prepare and submit planning responses, reports, website content and recommendations ahead of or following Council decisions.
- Support and administer the Council's planning policy work, to include matters relating to the B&NES Council Local Plan.
- Liaise with planning authorities, applicants and residents as appropriate.
- Maintain planning records and ensure statutory deadlines are met.

Allotments - To oversee, administer and support all aspects of the Parish Council's allotments site, including to:

- Undertake the day-to-day administration and management of the allotment site.
- Manage tenant communications and liaison.
- Coordinate the resolution of allotment-related issues and concerns.
- Liaise with plot holders, contractors and volunteers as required.
- Request allotment rent payments and follow up overdue accounts where appropriate.
- Maintain and administer the allotment waiting list.
- Issue and administer tenancy agreements.
- Monitor site conditions and identify maintenance requirements.
- Manage communications with Curo and other relevant organisations.
- Oversee any relevant insurance matters including claims.

Churchyard - To oversee, administer and support all aspects of the Parish Council's safety management of the churchyard, including to:

- Provide administrative oversight of churchyard safety and maintenance matters.
- Coordinate and oversee routine churchyard maintenance checks.
- Obtain quotations for maintenance and improvement works.
- Monitor and oversee the programme of wall maintenance works, including securing appropriate permissions for works.
- Liaise with residents, contractors, volunteers and other stakeholders regarding churchyard matters.
- Oversee any relevant insurance matters including claims, if applicable.

Assets - To oversee, administer and support all aspects of the Parish Council's assets, including to:

- Provide administrative oversight of Council assets.
- Coordinate routine asset inspections and condition assessments.
- Monitor maintenance requirements and identify repairs and improvements.
- Liaise with contractors, volunteers and stakeholders regarding maintenance works.

- Maintain records of inspections, maintenance activities and asset-related issues.
- Report maintenance requirements, defects and asset condition matters to the Clerk and Council as appropriate.
- Support the maintenance and review of the Council's asset register and related records.
- Oversee, administer and support any acquisitions of new assets.
- Oversee any relevant insurance matters including claims.
- Coordinate inspections of Bleed Kits and Defibrillators (latter only if required).

Community Events - Plan and coordinate and if required be present at Parish Council events, including: the annual Parish Walk, The 'Big Thank You' event (or similar) and any other Council-led community activities, including to:

- Coordinate and support volunteers involved in community activities and projects.
- Coordinate event administration and associated communications, including the preparation of risk assessments and the management of insurance requirements.

Financial Administration Support

- Request payment of allotment rents on behalf of the Council.
- Obtain and process quotations for allotment and churchyard maintenance works.
- Follow up outstanding payments where appropriate.
- Provide financial information about the allotments, churchyard or assets for auditing and insurance purposes.
- Provide administrative support to the Responsible Financial Officer.

Operational Support

- Support the Clerk in delivering Council objectives, projects and initiatives.
- Assist with administrative duties across all Council functions as required.
- Provide additional capacity to support Council services and projects.

Deputising for the Clerk

- Deputise for the Clerk when required and within the limits of delegated authority.
- Act as the first point of contact for routine Council business during periods of Clerk absence.
- Refer matters requiring formal authority, legal interpretation or Council decision-making to the appropriate person or body as required.
- Ensure continuity of service during periods of Clerk absence.

General Responsibilities

- Maintain accurate and up-to-date records.
 - Ensure compliance with Council policies and procedures.
 - Handle information sensitively and in accordance with data protection legislation.
 - Promote positive relationships with residents, Councillors, volunteers, contractors and partner organisations.
 - Attend training and development activities as required.
 - Undertake other duties appropriate to the level and nature of the post as reasonably requested by the Clerk.
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Person Specification

Personal Attributes: The successful candidate will:

- Be self-motivated, organised and dependable.
- Take ownership of tasks and see them through to completion.
- Demonstrate initiative and a willingness to identify and address issues before they become problems.
- Have a positive and professional approach to dealing with members of the public and stakeholders.
- Show enthusiasm for supporting and improving the local community.
- Be adaptable and willing to assist across a broad range of Parish Council activities.

Essential Requirements

- Excellent organisational and administrative skills.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and prioritise workloads effectively.
- Good IT skills, including Microsoft Office applications and email systems.
- Demonstrable ability to work independently and manage workloads with minimal supervision.
- Ability to build positive working relationships with residents, Councillors, volunteers, contractors and external organisations.
- Confidence in dealing with members of the public and a range of stakeholders.
- Attention to detail and ability to maintain accurate records.
- Ability to travel independently within the parish to undertake inspections, attend meetings and oversee works.
- Willingness to undertake site visits and occasional evening meetings.
- Ability to take initiative, identify priorities and proactively progress work.

- Sound judgement and problem-solving skills.
- Ability to recognise issues requiring action and take appropriate steps to resolve or escalate them.
- Strong commitment to community service and an understanding of the role of local councils in supporting residents and community wellbeing.
- Ability to build positive relationships and work collaboratively with volunteers, residents, Councillors and partner organisations.
- Willingness to undertake relevant training, to include the SLCC Introduction to Local Council Administration (ILCA) qualification within 12 months of commencing in post.

Desirable Requirements

- Experience of local government or public sector administration.
- Knowledge of local council procedures and governance.
- Experience of working in a role requiring a high degree of autonomy and self-management.
- Knowledge of the planning system and planning consultations.
- Experience of organising small-scale community events.
- Experience of working with contractors and monitoring maintenance works.
- Experience of working with volunteers and community groups.
- Experience of committee administration and minute-taking.
- Experience of financial administration and invoice processing.
- Knowledge of health and safety responsibilities in relation to community assets and public spaces.

Equality of Opportunity

Saltford Parish Council is committed to equality of opportunity and welcomes applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

About Saltford Parish Council

Saltford Parish Council works to represent and support the local community, maintain and enhance community assets, and deliver services and projects that improve the quality of life for residents. For more information about Saltford Parish Council, please visit: www.saltfordparishcouncil.gov.uk

How to apply

For information on how to apply and associated information, please view the article at <https://www.saltfordparishcouncil.gov.uk/news/>