

# Walberswick Parish Council

## Vacancy for Clerk, Part-time

Due to the retirement of the existing post-holder, Walberswick Parish Council are seeking to hire a Part-time Clerk. We have previously split the role of Clerk & RFO and this vacancy is for that of Clerk, not RFO. The successful candidate will work together with the existing RFO. Anyone interested should apply via email to: [wpccouncillor@gmail.com](mailto:wpccouncillor@gmail.com) attaching a CV and a written statement supporting the application, giving details of your reasons for interest in the post and demonstrating how your experience, skills, study and training relate to the detailed requirements of the job description.

### Job Description

**Position:** Clerk to the Council.

**Organisation:** Walberswick Parish Council.

**Post Reports to:** Chairman of the Council.

**Purpose of the Role:**

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of overall policies to be followed in respect of the Authority's activities and produce all the information required for making effective decisions and to implement constructively all decisions.

**Key Responsibilities:**

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
- To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.

- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- To draw up, both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as the representative of the Council if required.
- To issue notices and prepare agendas and minutes for the Parish Meeting and to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council
- To attend any relevant bodies, as a representative of the Council as required.
- To carry out duties of the Clerk and Proper Officer as outlined in the current version of Walberswick Parish Council Procedural Standing Orders

#### **Main Terms and Conditions of Service**

- Hours of work: Part-time, Circa 22 hours per month
- Salary: Subject to experience, SCP 10-12, Pro Rata for part-time working
- Holiday Entitlement: 25 days plus 2 extra statutory days, Pro Rata for part-time working

**The information given here is intended as a guide only and does not form the basis of a contract.**

## Clerk, Walberswick Parish Council – Person Specification

Essential skills and knowledge
<b>Experience and knowledge of the parish sector</b> <ul style="list-style-type: none"><li>• Experience of working in the town or parish sector or a willingness to undertake training to gain the necessary understanding of the relevant legal and procedural issues</li></ul>
<b>IT literate</b> <ul style="list-style-type: none"><li>• Good standard of competency with of Microsoft Word, Excel &amp; email</li></ul>
<b>Interpersonal skills</b> <ul style="list-style-type: none"><li>• Credibility to deal with the public and other local authorities or other organisations</li><li>• Patience and the ability to listen</li><li>• Teamworking skills</li></ul>
<b>Personal skills</b> <ul style="list-style-type: none"><li>• Self-motivating</li><li>• Excellent organisational skills</li><li>• Able to prioritise</li><li>• Able to meet targets and deliver to tight deadlines</li><li>• Flexibility for weekend/evening work</li></ul>
<b>Communication</b> <ul style="list-style-type: none"><li>• Ability to clearly impart information and adapt to different audiences</li></ul>
<b>Reporting skills</b> <ul style="list-style-type: none"><li>• The ability to provide minutes, agendas, reports and other written material to a high standard using clear and concise English.</li></ul>
<b>Representation</b> <ul style="list-style-type: none"><li>• A willingness to attend meetings or events to represent the Council should it be required.</li></ul>

Desirable skills and knowledge
<b>Qualification</b> <ul style="list-style-type: none"><li>• A Certificate in Local Council Administration (CILCA) or other local administration qualification, or willingness to work towards one.</li></ul>