



LONDON COLNEY PARISH COUNCIL

VACANCY - DEPUTY CLERK

London Colney is a large village on the outskirts of St Albans, with a population of nearly 10,000 residents. It is a vibrant place to work, and the parish council is integral in the community offering recreational facilities and a series of popular events. We are seeking a committed and dynamic new member of staff to join the team as Deputy Clerk. The role is a new position, and we are looking for the right candidate to complement our existing team of staff, support colleagues in the delivery of community projects and bring an innovative approach to our council events.

The ideal candidate will have some experience of organising events and have a wide variety of skills including IT and social media. Knowledge of local government would be an advantage, but it isn't essential.

The role is 37 hours per week, but we would consider a part time position. Flexible and home working is available with a minimum of 3 days based in the office. You would need to be able to attend weekend events and evening meetings in your core hours.

Full details are available from our website <https://www.londoncolney-pc.gov.uk/> or call 01727 821314 for an information pack.

The starting salary would be £26,975 with 24 days holiday plus bank holidays and a pension scheme. Deadline for applications is **Monday 14 November 2022** with interviews w/c 21 November.

We are an equal opportunities employer.

LONDON COLNEY PARISH COUNCIL

DEPUTY CLERK

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Deputy Clerk
Grade	SCP 21 - 23 (£26,975 - £28,226).
Hours per week	37 hours to include weekend events and evening meetings. Flexible working with hours to be agreed with some home working
Location	Caledon Community Centre, Caledon Road, London Colney AL2 1PU
Responsible to:	Clerk
Responsible for:	<ul style="list-style-type: none">• Deputising for the Clerk.• Effective management of the office.• Clerking the Environment & Neighbourhood and Events & Community Committees• Preparing editorial for the newsletter• Organising parish council events• Liaising with officers in other authorities• Managing the parish council's social media• Managing the Administrative Assistant

Job Purpose

1. To be accountable for the effective management of office resources and staff.
2. To represent the Clerk as required
3. To clerk for the Environment & Neighbourhood Committee; Events & Community Committee and take responsibility for the work arising from these committees
4. To support the Clerk in the development of the Neighbourhood Plan
5. To manage the production of the Council's newsletter
6. To manage the Council's events
7. To promote the parish council through their social media channels

Main Duties and Responsibilities

1. To manage the work of the Administrative Assistant to ensure the smooth running of the office, an excellent service to customers and full compliance with the Health and Safety Policy
2. To prepare in consultation with appropriate Councillors, and the Clerk agendas for the Events & Community and Environment & Neighbourhood Committees.
4. To attend meetings of the above committees. To record minutes and decisions, report to Committee and action any items arising from the Committee.
5. Updating parish council website to ensure adherence to Transparency Regulations and accessibility requirements.
7. To represent the Clerk or the Council as required.

Events

1. To manage the organising of parish council events and/or community, including the coordination and supervision of any volunteers assisting the Council with events or its facilities, property, or land.
2. Responsible for the marketing and publicity of Council events, facilities, projects, and any services delivered by the Council including press releases, Annual Report, social media sites and website.
3. To manage the compilation of the newsletter including liaising with potential and existing advertising, working with local organisations and Councillors for articles for inclusion and liaising with the publisher and distribution company.
4. To secure income from sponsors and external funding organisations to enhance the event and maintain the budget.
5. To ensure insurance, legal, health and safety obligations are adhered to, and risk management procedures are in place.
6. To ensure excellent customer service and quality delivery.
7. To undertake such other duties and responsibilities, including attending meetings, commensurate with the level of the post and in accordance with the job purpose, as required by the Clerk from time to time.

Other Responsibilities

1. To undertake training, including CiLCA, as required by the Council.
2. To comply with all relevant Council systems, policies, and procedures to ensure compliance with financial regulations, standing orders and administration procedures and systems.
3. To maintain an awareness of the activities of the Council.
4. To assist in Council and other elections as required.
5. To work in a flexible manner to meet the requirements and demands placed on the Council.
6. To ensure the confidentiality of those Council matters which are not in the public domain to comply with all relevant law.
7. To apply the principles of equality and equal opportunities as embodied in the Council's policies, in order to promote equality of opportunity and treatment, appropriate attitude and behaviour.
8. To be a key holder for the office.
9. Carry out other various duties as required by the Parish Clerk
10. Any other duties of a similar nature to the above as reasonably requested to do,

This job description sets out the main duties of the post. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. This job description is not exhaustive, and the post holder would be expected to carry out any reasonable duties required by the Council and to draw on their own initiative and discuss with the Parish Clerk.

DEPUTY TOWN CLERK - PERSON SPECIFICATION

	Essential	Desirable
1. Education/Qualifications	<ul style="list-style-type: none"> • Educated to degree or HND level or NVQ Level 4 or above • Certificate in Local Council Administration or willingness to achieve within 12 months of employment 	<ul style="list-style-type: none"> • Local policy or community governance qualification • Relevant financial qualification • Relevant post-graduate qualification
2. Work experience	<ul style="list-style-type: none"> • Experience of using manual/computerized systems • Experience of working in business or professional setting 	<ul style="list-style-type: none"> • Previous local government experience • Experience of clerking meetings including writing reports and producing minutes
3. General Skills/ Knowledge/Aptitude	<ul style="list-style-type: none"> • Ability to produce reports on a range of subjects including analysis of data • IT Skills • Social media experience • Ability to problem solve in an inclusive manner • Ability to assimilate viewpoints to establish a common understanding 	<ul style="list-style-type: none"> • Understanding of a local government framework and operating environment
4. Management Skills	<ul style="list-style-type: none"> • Ability to manage and supervise staff • Budget management • Project management • Ability to organize effective meetings and events • Manage self and meet targets and deadlines 	
5. Communication Skills	<ul style="list-style-type: none"> • Ability to communicate in a clear confident manner • Ability to work well with members of the public and community leaders, and deal with any possible confrontational situations • Ability to present to wide range of audiences 	<ul style="list-style-type: none"> • Ability to operate within a political environment in an impartial manner using open and fair processes
6. Motivation	<ul style="list-style-type: none"> • Ability to maintain good relationships with councillors, colleagues, stakeholders, contractors, and the public • Self-reliant and self-motivated 	

	<ul style="list-style-type: none"> • Ability to work evenings and other antisocial hours • Ability to grow with the role and undertake training 	
7. Strategic Thinking	<ul style="list-style-type: none"> • Ability to consider the long-term consequences of Council decisions 	<ul style="list-style-type: none"> • Ability to develop and maintain a strategic plan • Understanding of the cycle of strategic/tactical and operational management
8. Personal Qualities	<ul style="list-style-type: none"> • Ability to be focused and take a wider view • Ability to have a calming influence in volatile situations but galvanise action when things are not happening 	
9. Other	<ul style="list-style-type: none"> • Driving licence, access to a vehicle and ability to travel to different venues • Willingness to work evenings and weekends 	



