

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

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Website: www.meopham-pc.gov.uk



JOB DESCRIPTION – ASSISTANT CLERK

General Responsibilities

The Assistant Clerk to Meopham Parish Council will assist and support the Clerk & Responsible Financial Officer and the Deputy Clerk in the delivery of the Council's administration and services.

The Assistant Clerk will take responsibility for providing administrative support to the Council fulfilling its planning consultee role.

Specific Responsibilities

1. To prepare agendas for meetings of the Planning Applications Committee/Working Group, and any other committee, sub-committee or working group when instructed by the Clerk. To attend such meetings and prepare minutes for approval.
2. To attend all meetings of the Planning Applications Committee/Working Group. Attendance at other meetings will be on an as needed basis.
3. To allocate planning applications to members of the Parish Council for comment, deal with time extensions, send agreed Council responses to GBC following Planning Applications Committee/Working Group meetings and circulate GBC decision sheets. To liaise with Planning Enforcement officers when necessary.
4. To conduct a weekly check of the councils' noticeboards, ensuring the correct notices are displayed as required. To perform a weekly check on the public access defibrillator belonging to the Parish Council.
5. To support the Clerk & Responsible Financial Officer and Chairman of the Council (for civic engagements) with diary management. Ensure visits, meetings and engagements are adequately planned and prepared for. Producing briefing notes and conducting research where applicable.
6. To act as the first point of contact in the Parish Council office for telephone calls and face-to-face enquiries, identifying an appropriate officer to provide a response.
7. To draw up as instructed by the Clerk, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
8. To draft and issue correspondence as directed by the Clerk.
9. 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.
10. To carry out any additional tasks appropriate to the role as directed by the Clerk & Responsible Financial Officer.

11. To acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body; The Society of Local Council Clerks.
12. To hold or work towards achieving the ILCA qualification as a minimum for effectiveness and progress to the CiLCA qualification.

PERSON SPECIFICATION: ASSISTANT CLERK

	ESSENTIAL	DESIRABLE
Educational qualifications	• A good general level of education: 5 GCSE's or equivalent including English and Maths. • A commitment to continuing professional development	• A recognised qualification in local government administration • A degree or equivalent • CiLCA qualified
Previous work experience	• Experience of working as part of a small interdependent team • Dealing with the public • Assembling knowledge to provide a written statement of response • Arranging, chairing, processing actions from meetings	• Local government experience
Skills	• Excellent knowledge of office management systems and procedures inc all Microsoft tools • Knowledge of website management and social media • Excellent communication and writing skills, • Good organisational skills – able to prioritise workload. • Tact, diplomacy, confidentiality, and sensitivity. • A solid supportive team worker • Good at communicating with people of all ages and backgrounds in person, by email or by telephone. • Able to deal with challenging situations	• Ability to understand the legal framework in which the Council operates
Personal attributes	• Strong self-motivation, adaptable, flexible • Ability to work under pressure, identify priorities and meet deadlines. • Enthusiastic with team approach. • Able to maintain good relationships with staff, councillors, contractors, and members of the public. • Self-reliant and self-motivated	• Experience of working in an office environment
Motivation	• Willingness to undertake essential training. • Openness to learning and change. • Desire to do the best for the residents	
Other	• Professional attitude • Able to attend evening meetings and demonstrate flexibility as required. • Driving licence, ability to travel • Friendly, patient with a sense of humour • Ability to work from home as required.	