

OLD BASING & LYCHPIT PARISH COUNCIL



JOB DESCRIPTION – ASSISTANT CLERK

**This is a part-time role, reporting to the Parish Clerk
20 hours per week, Salary Scale SCP21-24 (£30,825 – 33,024 FTE)**

OVERALL RESPONSIBILITIES

The key purpose of the Assistant Clerk is to undertake specific Council duties under the supervision of the Clerk and to deputise for the Clerk when necessary. To completely fulfil the job, the incumbent will need, or be prepared to acquire the necessary professional knowledge and gain accreditation to CiLCA.

Specific duties include the following:

1. Attend monthly Planning & Development Committee meetings and prepare meeting agendas and minutes and act upon the actions set by Councillors at the meetings.
2. Manage the Parish Council Cemetery, liaising with Funeral Directors and bereaved families to process applications for interments and memorial permits. Maintain burial records for the Cemetery and Garden of Remembrance. Conduct four Cemetery inspections each year and deal with any outcomes.
3. Allocate vacant allotments and issue paperwork accordingly. Coordinate the annual collection of allotment fees. Maintain the allotment register of plots. Conduct four Allotment inspections each year and deal with any outcomes.
4. Manage bookings for Lychpit Hall and the Pavilion Tea Room. Liaise with all hirers and users to ensure a good experience, oversee the logistics of hall/user use. Manage the financial processes for hirers. Manage the Health & Safety, maintenance, and annual certification for the facilities. Attend meetings with hall users/contractors/interested parties when required.
5. Create quarterly Parish Newsletters and monthly Basinga articles.
6. Attend all training sessions required to carry out the skills and responsibilities required in the role. Attend conferences and meetings with relevant bodies to remain current with ongoing legislation and peer thinking.
7. Support the Parish Clerk in daily correspondence with Councillors, residents and other third parties.
8. Deputise for the Parish Clerk during holidays and sickness, and at any Standing Committee when required.
9. Maintain exceptional customer care throughout and deliver services in a way that is sensitive and responsive to those receiving such services.
10. To undertake “one-off” projects as agreed by the Clerk.
11. To work additional hours as necessary.
12. To undertake any other duties as may be required from time to time.