



Dunchurch Parish Council Appointment of Parish Clerk and Proper Officer

If you have a genuine interest in helping our forward thinking and energetic parish council to develop and deliver timely and innovative services to the local community and ultimately work towards Quality Parish Status, this post is ideal for you. Given the nature of the role, but particularly the critical nature of its legal functions, there is a need for candidates to have relevant administrative experience.

Hours: The hours are up to 15 per week at the moment but must include the monthly Parish Council evening meeting every second Monday of the month except August and December. Overtime hours may be needed from time to time and will be paid pro rata at working salary rate.

An RFO is currently employed for up to 10 hours per week and a Community Hub Officer role is also being recruited up to 8 hours per week. Officers will need to work in close collaboration with each other.

Salary: Salary will be in the range of LC2 and discussed with the successful candidate . It is based National Scale for Council staff depending on experience and subject to annual review. In addition, you will receive a home working allowance of £26 per month and an optional workplace pension scheme.

Details: Proper Officer/Parish Clerk

Please note, the clerk is required to be responsive to emails and calls on a regular basis so this is a role which requires activity at the very least three times a week, it cannot be done in just one or two days per week.

The Parish Clerk role involves various administration tasks including:

- Dealing with queries from members of the public in person, by telephone and email
- Advising the Parish Councillors on procedural and legal matters, by keeping up to date with legislation and Legal Council updates.
- Meeting Agenda and Briefings preparation, Minute taking at meetings should be produced within 7 days with action follow ups, including updating planning applications with PC decisions to RBC. There may also be additional extraordinary meetings that will be required.
- Ongoing management of the PC website and training will be given.

- Ensuring Insurances are up to date (working with the RFO) and any identified damage / risk to PC land / equipment is dealt with quickly.
- Liaising with the Dunchurch PC Handyman regarding a variety of tasks, including Playground Inspections and any required playground repairs.
- Maintain and monitor a list of outstanding actions arising from Parish Council meetings and decisions taken between meetings and prompting councillors so that those actions are completed in a timely manner.
- Managing Community Hub Officer
- In collaboration with the Chair, developing a set of standard operating procedures to assist the day-to-day running of Council business.
- Managing all Council contracts (such as grass cutting and tree management).
- Suitably qualified (ideally with, or willing to obtain CiLCA).
- Have experience and knowledge/skills of Microsoft Office products.
- We offer excellent nationally based terms and conditions of employment.

The successful candidate will demonstrate attention to detail, initiative, will have good organisational, time management, and possess friendly and professional communication skills.

For more information and an application form please email clerk@dunchurchpc.org
Closing Date: 5pm on 16th August 2024