

**BEDALE TOWN COUNCIL seeks an ASSISTANT CLERK (part time)**

**Hours: 12 per week**, usually 9am-3pm Tuesday and Thursday but with at least one evening meeting per month

**Pay Scale: SCP12-16** (currently £12.73-£13.70ph) depending on experience, paid monthly in arrears

**Responsible to: Clerk and Responsible Financial Officer**

**Start date: Monday 1<sup>st</sup> May** or by negotiation

**JOB DESCRIPTION**

1. To support the Clerk and Responsible Financial Officer in providing effective service to Bedale's community, in ways including but not limited to dealing with enquiries, basic office administration e.g. filing, liaising with Councillors, providing information, and positively promoting the work of the Council.
2. To assist in the administration of Council activities including car boot sales, bonfire and fireworks display, Christmas Market and lights switch-on, one-off events (e.g. military parade, national celebrations, cycle races visiting the town), and the provision of public toilets.
3. To assist the Clerk with day-to-day financial administration, in accordance with Council decisions, Standing Orders and Financial Regulations, and statutory requirements.
4. To support meetings of the Council and any Committees it may set up, including by circulating agendas and information, drafting minutes, and following up on decisions made.
5. To assist with the updating, maintenance and development of the Council's website and other communications, including the town noticeboards.
6. To hold and manage the diary for Bedale Park event bookings.
7. To deputise for the Clerk in their absence.

**PERSON SPECIFICATION**

**Essential Qualities**

- Good organisational skills and commitment to detail
- Familiarity with the Microsoft Office package and the internet
- Excellent communication and interpersonal skills with a wide range of people
- Experience of taking and writing up minutes
- Knowledge of and commitment to equal opportunities policy and practice

**Desirable Qualities**

- Sector-specific knowledge of town/parish council administration
- Experience of Rialtas financial management software
- Knowledge of the town of Bedale and the surrounding area

**NOTES**

- Bedale Town Council is an equal opportunities employer and a Civility and Respect Pledge Council
- The Council's office is upstairs but accessible via a lift
- Training and development in local government administration and other appropriate matters is available to the successful candidate

**APPLICATION**

Please explain why you would be a suitable candidate for this position with reference to the job description and person specification. You may attach a CV but this is not essential.

Applications should be emailed to [clerk@bedale-tc.gov.uk](mailto:clerk@bedale-tc.gov.uk), or posted to Bedale Town Council, Room 13, Bedale Hall, North End, Bedale, N. Yorks DL8 1AA, to arrive by noon on Tuesday 21<sup>st</sup> March. Interviews will take place during the week of Monday 27<sup>th</sup> March.

**BEDALE TOWN COUNCIL**

**Nick Reed, Town Clerk**  
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