



Assistant Clerk-Admin

**Starting Salary LC1 £22,627-£24,491 (Pro-rata)
15 hours per week plus contributory pension scheme**

We are seeking an enthusiastic, highly motivated individual to support the Parish Clerk. You must be flexible and able to adapt to ever changing demands. The job is varied with no two days being the same.

The successful applicant will have good communication, administrative and literacy skills as well as a good IT skill set, as they will be interacting with the public, Councillors, and other organisations in both verbal and written formats. The assistant clerk needs to be organised, flexible and able to show initiative.

The main duties include supporting the day to day activities of the Parish Council and the Wickersley Community Centre. Specific areas of responsibility will include managing the marketing and communications for the Parish Council and Community Centre including production of the Parish newsletter, website, and social media. The postholder will service 2 of the Council committees and provide general administrative support to the Council.

Ideally you should possess good communication skills, some project management and financial experience and the ability to take and prepare minutes of meetings.

Training will be provided to the post-holder, with opportunities for continuing their professional development.

The position will be office based though flexible towards home working during the current Covid situation, however some visits to the Community Centre will be required following Covid safety procedures.

There is the possibility to combine both assistant clerks' positions, Finance and Admin creating a 20 hour position if a candidate has the required skills base. Please state this clearly on your covering letter, if this is your preference

The Job Description and application form are available on the website www.wickersleypc.org.uk Applications are invited by completing the application form with a covering letter detailing your reasons for applying for the position and what you could offer the Council. These should be sent to the Parish Clerk, Ms Carol Lavell at Clerk@Wickersleypc.org.uk

Prospective candidates are welcome to discuss the post or seek additional information by emailing the Clerk and requesting a call back.

The closing date for receipt of applications is 12 noon on 2nd December 2020



Wickersley Community Centre,
286 Bawtry Road,
Wickersley,
Rotherham.
S66 1JJ
01709 703270
clerk@wickersleypc.org.uk
www.wickersleypc.org.uk

Job Description for Assistant Clerk-Admin 2020

Salary Scale	Starting Salary LC1 £22,627-£24,491 (pro rata) LC1 SCP 13 -17, Hourly rate at SCP Point 13 -£11.76 an hour
Hours	15 hours a week, 9.00am to 2.00pm Wednesday to Friday (some flexibility will be required to cover evening meetings where Clerking duties are stated)
Location	The position will be based in the Admin Office at the Community Centre, however during the current Covid situation , the position may be based at home with visits to the centre
Responsible to	The Parish Clerk

Specific Duties and Responsibilities

1. To assist the Parish Clerk as directed
2. To manage the day to day affairs and administration of WCCA including group users, room bookings, general correspondence/emails, and enquiries etc
3. To manage the day to day affairs and administration of WPC including enquiries, correspondence/emails and matters arising across the Parish etc
4. To manage the marketing and communications of the Parish Council including the production of the Parish newsletter ,dealing with routine communications-, regular updating of website, noticeboards, social media and responding to Parishioner queries etc

5. To deal with Planning/licensing applications, clerking for Planning Committee and monthly planning item for Full Parish council, including regular communications with lead Councillor for Planning and updating Planning area on the website
6. Clerking for Neighbourhood plan and planning committee and management of actions arising , updating the Neighbourhood Plan and planning areas on the website
7. Clerking for Recreation committee and management of actions arising and Recreation small projects
8. To provide clerking cover to cover sickness, annual leave for other committees
9. Management of Football and Bob Mason Recreation Grounds, including actioning monthly play inspection reports , liaison with Grounds Maintenance contractor and ensuring play areas, the Park and Recreation Grounds are fit for purpose
10. Support the Parish Clerk with general administration for meetings and managing new Councillor information
11. Smaller projects as delegated by the Parish Clerk
12. Diary Management for WPC and WCCA, including maintenance of annual leave, sickness and training records
13. To undertake any other relevant duties as required