**Job Title: Assistant Clerk**

**Hours: 10 hours per week worked over 3 weekday mornings (TBA), occasional evening/weekend work may be required in addition**

**NJC scale: Starting salary LC1 SCP6 (£19,171 per annum pro rata)**

**Location: Hatfield Peverel Parish Council Office, Village Hall, Maldon Road.**

**General**

* To provide support to the Clerk in his/her duties as the Proper Officer of the Parish Council to ensure the smooth running of the Parish Council.
* To provide support to the Hatfield Peverel Village Hall Charity Secretary in his/her duties for the Sole Trustee/Management Committee.
* Accountable to/line managed by the Parish Clerk.
* Main duties may vary from time to time without changing the general character of the role or the level of responsibility entailed.
* Any other duties commensurate with the grading of the post.

**Specific Duties and Tasks**

Parish Council

* To assist the Parish Clerk in preparing for meetings.
* To assist the Parish Clerk by attending Parish Council/Committee meetings in his/her absence and drafting minutes from these meetings.
* To assist the Parish Clerk in drawing up proposals, preparing reports and undertaking research for consideration by the Council.
* To assist the Parish Clerk in the maintaining of the Parish noticeboards, including Notices of Council Meetings (agendas), Statutory Notices, current events and other useful information.
* To deputise for the Clerk in burial ground matters in his/her absence.
* To assist the Parish Clerk in communicating with residents via the website, mobile phone app, social media and ‘The Review’ (or alternative newsletter facility).
* To assist the Parish Clerk in the inspection of Parish Council property and public open space, bringing defects and problems to the attention of the Parish Clerk.
* To assist the Parish Clerk and/or Councillors with grant funding applications.
* To receive correspondence, documents, emails and telephone calls on behalf of the Council and bring such items to the attention of the Parish Clerk.
* To issue correspondence and emails as a result of the instructions of the Parish Clerk, or under a known policy of the Council.
* To assist the Parish Clerk in keeping a well organised and efficient filing system.
* To attend training courses or seminars on the work and role of the Assistant Clerk as required by the Council (for example, completion of the ILCA course).
* To cover for the Parish Clerk during periods of absence.
* To carry out other related duties as required by the Parish Clerk or Council.

Sole Trustee

* To assist the Secretary in the preparation of Sole Trustee and Management Committee meetings.
* To assist the Secretary in carrying out actions resulting from such meetings.
* To assist the Secretary by attending Sole Trustee meetings in the absence of the Clerk and drafting minutes from these meetings.
* To attend and minute Management Committee meetings.
* To receive correspondence, documents, emails and telephone calls on behalf of the Sole Trustee and bring such items to the attention of the Secretary.
* To act as bookings clerk for the village hall.
* To assist the Secretary in keeping a well organised and efficient filing system.