Rushmere St. Andrew Parish Council

www.rushmerestandrew-pc.gov.uk

JOB DESCRIPTION ASSISTANT CLERK

RUSHMERE ST ANDREW PARISH COUNCIL

Post title: Assistant Clerk
Responsible to: Parish Clerk
Salary: NJC Scale / SCP range 3-6 (£13.28 -£13.92 per hour)
Hours: 15 - 22 hours per week
Location: Parish Office, Rushmere St Andrew

PURPOSE OF THE ROLE

To support the Parish Clerk in the effective day-to-day administration of the Council, with particular responsibility for communications, digital services and information management.

ROLES AND RESPONSIBILITIES

Administration

- Provide general administrative support to the Clerk and Council, including correspondence, enquiries, records and filing.
- Assist with Council projects, services, events, funding applications, procurement and Council assets.
- Liaise professionally with residents, councillors, contractors, community groups and other organisations.
- Provide reasonable administrative cover and support as required.

Council Meetings

- Assist with the preparation and publication of agendas, reports and meeting papers.
- Attend meetings, take minutes and monitor agreed actions when required.

Communications & Engagement

- Prepare and publish clear and engaging information about Council services, projects, activities and events.

- Manage social media and assist with news releases, publications, consultations and community engagement.
- Liaise with local media, community organisations and other stakeholders as appropriate.

Website & Accessibility

- Maintain and update the Council's website, ensuring information and documents are accurate, current and accessible.
- Publish statutory and other Council information within required timescales.
- Undertake routine accessibility checks and liaise with the Council's website provider where necessary.

Data & Information Management

- Support effective management, storage and retention of Council information and undertake periodic data audits.
- Assist with data protection, Freedom of Information and other information governance requirements.
- Help maintain relevant policies, records and procedures.

Governance & General

- Support the Clerk in ensuring Council administration complies with relevant legislation, policies and procedures.
- Maintain confidentiality and high standards of accuracy, professionalism and customer service.
- Undertake relevant training and attend occasional evening meetings and community events as required.
- Undertake other reasonable duties appropriate to the role as directed by the Parish Clerk.

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PERSON SPECIFICATION – ASSISTANT CLERK

Essential

- Strong administrative and organisational skills, with the ability to prioritise workloads, meet deadlines and maintain accurate records.
- Excellent written and verbal communication skills, with good attention to detail.
- Confident and competent in IT and social media, with the ability to maintain and manage website content, ensuring information is accurate, current and accessible.
- Able to communicate professionally and courteously with residents, councillors, contractors and other organisations.
- Awareness of data protection, confidentiality and the importance of accessible digital communications.
- Able to work independently, use initiative and contribute effectively as part of a small team.
- Reliable, adaptable, tactful and discreet, with a professional approach to work.
- Willingness to learn about parish council administration, governance and relevant legislative requirements and to undertake appropriate training.
- Flexible and willing to attend occasional evening meetings and community events.

Desirable

- Previous administrative experience in local government, the public sector or a community-focused organisation.
- Knowledge of parish or town council administration and governance.
- Experience of supporting meetings, including preparation of papers and minute taking.
- Knowledge of website accessibility requirements, data protection, Freedom of Information or information management.

- Experience of producing communications, publications or community engagement material.
- Relevant administrative, communications, digital or local government qualification.
- Own transport.