JOB TITLE: Assistant Town Clerk-Project Management

REPORTING TO: Town Clerk

HOURS 20hrs per week

RATE: NALC pay scale LC2

Point 29: £25,951 (pro rata)

PURPOSE OF JOB:

To work with and support the Town Clerk in the execution of the town council’s business. A key part of the role will be Project Management, Supervision and Administration as directed by the Town Clerk.

RESPONSIBILITIES

1. To deal with general enquiries from members of the public, manage incoming post / emails / phone calls and action accordingly. To carry out routine administrative tasks; such as collating information, photocopying, and filing, and any other similar work

2. Be responsible for event planning and project management under the direction of the Town Clerk. To monitor progress of specific projects and seek funding, where appropriate, through external grant sources.

3. To assist in the management of the Council’s outside recreation/play areas in line with RoSPA inspection reports.

4. To carry out a risk assessment on current and new projects and prepare a report for the Town Clerk and Councillors.

5. To assist in the preparation of papers and taking notes for formal and informal meetings.

6. To assist with the organisation of Mayoral and Civic events including Remembrance, Christmas lights, Festivals and concerts.

7. To submit reports to councillors and where applicable, outside bodies in regard to ongoing projects within the council.

8. To deal with ad-hoc projects when asked to do so by the Town Clerk.

9. To clerk meetings of the Zone steering Committee; including preparation of the agenda and publication of the notice for the meetings, and distribution of the relevant paperwork such as plans and minutes of any meeting held.

10. To carry out duties to do with the management of the cemetery; including the organising of burials, the issuing of invoices, the collection and recording of income and the chasing up of any outstanding monies, and the completion of the appropriate entries in the burial books.

11. Will be required to work outside during events, or during inspections of council assets. Some out of hours working will be necessary.

12. To behave in accordance with the council’s code of conduct and personnel policies. To observe and respect the confidentiality of information and personal data to which the post holder will become privy.

14. To cooperate with periodic appraisal and career development plans

Maintain good relationships with Councillors, staff, members of the public and external agencies

15. To attend CPD training courses/ seminars appropriate to the post. To have the ability to develop and draw up a project management plan.

17. To carry out all duties with an awareness of Health & Safety issues

and always work safely.

Note:

This list of duties in the job description is not to be regarded as exclusive or exhaustive, and as a term of your employment you will be required to undertake other duties and requirements associated with your job or other duties which may

be reasonably be required of you.

REQUIREMENTS

• Numerate and Literate

• Administrative Skills

• Computer Literate - email / word processing / spreadsheets / accounts packages

• Experience of working in an office environment

• Communication Skills - verbal and non-verbal

• Ability to work independently and also as part of a team

• Capable of working under pressure and to strict deadlines

• Should have, or be willing to endeavour toward, a professional qualification in Local Government Administration and or Project Management