



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY

Telephone: 07900 631 733 Email: clerk@standrews-pc.gov.uk

www.standrews-pc.gov.uk

Deputy Parish Clerk Job Description

The overall purpose of the role is to assist, support and deputise for the Parish Clerk at St Andrews Parish Council in all aspects of the day-to-day management and operation of council services and resources in line with relevant laws and statutory obligations to ensure compliance.

This means that the role mirrors many of the accountabilities, duties and responsibilities of the Clerk Specific Responsibilities:

- To prepare in consultation with appropriate members, agendas for meetings of the Planning Committee and Youth working group. To attend such meetings and prepare minutes for approval.
- To prepare any reports for the committees listed above and implement any agreed actions/decisions.
- To deal with incoming communications to the office and highlight any that need the Clerk's attention.
- To maintain the Parish Council website and social media and ensure that meeting and other notices are displayed on notice boards.
- To allocate planning applications to members of the Parish Council, deal with time extensions, send the council's agreed responses to Swindon Borough Council (SBC) following the meetings of the Planning committee and circulate SBC decision sheets.
- To liaise with external agencies such as SBC, the MP etc. and with members of the public as appropriate.
- To support the Responsible Financial Officer in overseeing the Council's financial accounts and assisting with the preparation of documentation for audit purposes.
- To support the Clerk in ensuring that the Council's obligations for Risk Assessment are properly met.
- To assist the Clerk with any other duties as and when required
- To deputise for the Clerk in their absence and fulfil any duties as required.
- To undertake any necessary training.

Requirements: The ideal candidate will have a good standard of education to GCSE level grades A – C or equivalent High level of literacy and numeracy, will hold, or is studying towards the CiLCA qualification and have a good knowledge of the management and running of a Parish Council, or is willing to undertake this training as part of the role. Alternatively, a candidate with transferable business skills would be considered with a range of business and project management skills

Terms of Role: 12 Hours per week with flexibility for additional hours in the evening

Salary: LC2 (24-28), £29,174 to £32,798 (pro-rata – 12 hours/week)) depending on qualification and experience.