

**JOB DESCRIPTION –
MARESFIELD PARISH COUNCIL
ASSISTANT CLERK TO THE COUNCIL**

Accountable to: Parish Clerk
Location: Parish Office, Churchfields, Nutley, East Sussex, TN22 3NA
(with the possibility of limited flexibility for some home working).
Hours: 20 hours per week
Salary: Salary range LC1 13-17 currently £23,023 to £24,920. pro rata

Overall Responsibilities

The Assistant Clerk will provide support and assistance to the Parish Clerk and the Parish Council and carry out any proper duties as may be reasonably required.

Specific Responsibilities

1. To deputise for the Clerk during periods of annual leave and sick leave.
2. To assist with the maintenance of and any future development of the Council's web site and other communications media, including content management, social media and newsletters.
3. To assist the Parish Clerk prepare agendas and papers for meetings of the Council and its committees; to attend such meetings, prepare minutes for approval and list and progress actions from these meetings.
4. Prepare, in consultation with relevant Chairmen, agendas and papers for all official meetings in a timely fashion in advance and distribute to members.
5. Prepare and fix official notices on Parish noticeboards.
6. When required, to attend meetings of Council and its standing committees, sub-committees and ad hoc working groups. Take notes at meetings and produce full minutes (Council and standing committees) or short action minutes (working groups and other ad hoc meetings).
7. To assist with the arrangements for the holding of the Annual Parish Assembly and to produce the Council's annual report.
8. To make all administrative arrangements for meetings including hall bookings, seating arrangements, speaker bookings, advertising, refreshments, etc.
9. To assist the Parish Clerk in dealing with the administration of the Council's office, including the procurement of services and checking works carried out.
10. Filing all mail, messages, information, minutes, papers, etc. in appropriate files. Keeping filing up-to-date. Archiving files in accordance with agreed Council policy.
11. Maintaining a tidy office.

12. Maintaining a Council diary of meetings and book meeting accommodation up to a year in advance for main committees.
13. Maintaining Council registers – interests, civil emergency data, etc.
14. To assist the Parish Clerk with his/her responsibility to receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
15. Timely opening of mail, attending to e-mails, attending to telephone messages and calls including date recording.
16. Passing documents and information on to relevant councillor for advice (if necessary) and noting any action taken.
17. To carry out research as properly directed.
18. To assist the Parish Clerk to prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
19. To attend training courses relevant to the work and role of the Assistant Parish Clerk as required by the Council.
20. To supervise all staff beneath the Assistant Clerk post unless delegated to another officer.
21. To act as the representative of the Council as required.
22. To continue to acquire the necessary professional knowledge required for the efficient delivery of the affairs of the Council.
23. To attend briefings organised by the East Sussex Associations of Local Councils, the Society of Local Council Clerks and other relevant bodies, as a representative of the Council as required.
24. To liaise with and direct the Maintenance Team as to works required.