

WESTHAMPNETT PARISH COUNCIL

Part-Time Assistant Clerk Job Description

Working Hours: 9 hours per week (to include some evening work)

Working Pattern: Flexible hours (worked over Mondays, Tuesdays & Wednesdays) a combination of office-based (Westhampnett Community Hall) and remote working.

Salary: £14 – £16 per hour (dependent on experience)

Pension: Membership of the Local Government Pension Scheme (after completing a probationary period)

Training: Onsite/Offsite training provided, with the option to study for the CiLCA qualification.

Reporting to: Clerk to the Parish Council / Responsible Financial Officer

Overall Responsibilities

The role of the Assistant Parish Clerk is to actively promote and implement the Council's policies and to support the Parish Clerk in the administration and management of the Council's services, projects and affairs and engagement with the community. The Assistant Parish Clerk will take a lead role in management of the Allotments Site and administration for the Council's amenities such as the playgrounds and village green.

The role reports directly to the Parish Clerk and will deputise and cover all duties (except Finance/RFO duties) of the Parish Clerk when absent from the office.

Key Duties and Responsibilities

- Provide administrative and clerical support to the Parish Clerk.
 - Assist in the effective day-to-day operation of the Parish Council's operations.
 - Provide office cover when the Parish Clerk is absent to include Clerking Parish Council meetings when needed.
 - Manage the allotment sites, including maintaining detailed records of tenants and the waiting list, collecting rent due, ensuring regular inspections and organising remedial actions and maintenance
 - Support the management of parish maintenance matters, including playgrounds, village green, Speed Indicator Devices (SIDs) and the Community Hall facilities. Respond to public enquiries in a professional and helpful manner.
 - Build and maintain a good working relationship with contractors, community volunteers and allotment holders
 - Liaise with Parish Councillors, residents, and external local organisations.
 - Contribute to the management and updating of the Parish Council's website.
 - Obtain quotes for goods and services in relation to the Community Hall and Council projects.
 - Report and follow up on local issues with Borough and County Councils (or any future Unitary Authority)
 - Maintain accurate records and filing systems in line with data protection and retention policies.
 - Undertake other reasonable duties as required to support the work of the Parish Council.
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