



The Steyning Centre, Fletchers Croft, Steyning  
West Sussex, BN44 3XL  
Tel. 01903 812042  
[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)

<b>Job Title</b>	<b>Deputy Clerk and Steyning Centre Operations Manager</b>
<b>Responsible to</b>	<b>The Clerk to the Council</b>
<b>Responsible for</b>	<b>The duties as set out below</b>
<b>Based at</b>	<b>The Steyning Centre</b>
<b>Basic hours</b>	<b>37 hours per week, Likely Monday to Thursday 7.45am - 4.15pm, Friday 7.45am – 1pm (plus occasional evening or weekend meetings/work)</b>
<b>Salary Range</b>	<b>LC2 (24-28) - £33,024 to £36,648</b>

### **Main Responsibilities:**

1. To act as Deputy Clerk and support the Clerk to ensure statutory and other provisions governing or affecting the running of the council are observed. To take responsibility and deputise for the Parish Clerk during periods of absence and annual leave.
2. To Clerk the Planning and Premises meetings monthly and Joint Parishes Youth Committee quarterly.
3. To be responsible for the day-to-day running of the Steyning Centre and coordinate a call out service as required for the security and fire alarms.
4. To oversee the Admin Assistant with the lettings, invoicing, debt chasing and customer liaison for the Steyning Centre and the tenants of the allotment sites at Rublees and Canada Gardens
5. To supervise the Steyning Centre caretakers and cleaners, and manage the Rotas and programme of works (Cleaning, Set-ups, Customer liaison and Maintenance) for the Steyning Centre, High Street Toilets and the Pavilion Changing Rooms at the Memorial Playing Field.



## Duties

1. To prepare, in consultation with the Chairman /Vice Chairman, notices and agendas for the Planning and Premises meetings, post them on the website and notice boards, attend the meetings and prepare minutes for approval.
2. To present monthly reports to the Planning & Premises Committee on all aspects of the Steyning Centre, the High Street Toilets and the Changing Rooms building at the Memorial Playing Field
3. To receive planning applications, present them to the Committee, and prepare and send comments from the Committee on planning applications to Horsham District Council or South Downs National Park.
4. To prepare, as required by the Clerk, or in the Clerk absence, in consultation with the Chairman /Vice Chairman of other committees and Council meetings, notices and agendas, post them on the website and notice boards, attend the meetings and prepare minutes for approval.
5. To support the Clerk and Responsible Financial officer in updating the Parish Council Standing Orders, Financial Regulations and other policies as required to ensure statutory and other provisions governing or affecting the running of the council are observed
6. To receive and deal with correspondence, documents, maintain records, type and sign letters and reports appropriate to the post on behalf of the Council and to bring such items to the attention of the Clerk as appropriate.  
To keep the Council informed of issues raised at the next available meetings.
7. To provide a public help desk for the Steyning Centre and members of the public.
8. To carry out a fortnightly test and validate the security and fire alarm systems and the CCTV system and keep records accordingly
9. To (work with the Admin Assistant to) maintain the Council's website, uploading news articles, agendas, minutes, policies and financial information as agreed by the Council and liaise with website provider to ensure the website meets the Transparency Code.
10. To undertake all necessary activities in connection with the management of the salaries, pensions, tax and NI Contributions, petty cash, BAC's payments, internet banking, purchases of stock, stationary and replacement equipment.
11. To deal with complaints/enquiries for reference to other agencies and to keep a record of same, report to the council where necessary.



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12. To liaise and help co-ordinate works to be undertaken by contractors relating to all service contracts to ensure all regulations for amenities, appliances and Health and Safety checks for the Steyning Centre are complied with.
13. To liaise with the contractor on parish council film night activities, oversee the selling of tickets, advertising, and staff or councillor attendance for film nights at the Steyning Centre and report back to the Committee on a monthly basis.
14. To oversee the Admin Assistant in the role of responsibility for all customer liaison, prospective hirers/lettings, organising bookings, preparing and issuing information, issuing invoices, chasing debts, receiving and banking monies and issue of receipts and the keeping of all appropriate records for the Steyning Centre and the Allotment sites
15. To prepare Rota's to ensure that Caretakers are available throughout all periods of hire at the Steyning Centre.
16. To prepare a programme of works for Caretakers and cleaners and to liaise with contractors to ensure all premises, play areas, grass cutting, and grounds owned by the Parish Council are kept in good order and cleaned and serviced as appropriate.
17. To liaise (in consultation with the Clerk) with other Local Government and Statutory Authorities and Agencies on all matters relating to the Parish Council
18. To attend Council and Committee Meetings during the Clerks absence, take notes and produce, distribute minutes and agendas
19. To deputise for the Clerk in her/his absence and carry out her/his basic duties, and any duties as necessary and as per the SPC 'Scheme of Delegation' keeping a daily record for the Clerk of any actions/enquiries received.
20. To undertake any training and attend seminars/meetings outside the parish which may be required relating to the main duties of the post
21. To promote new and improved Steyning Centre services, and to develop and maintain new revenue streams and custom as and when appropriate.
22. To carry out any other duties relevant to the post.

**December 2023 Version – includes updates to previous Job Description agreed at the 14<sup>th</sup> Dec. Personnel Committee.**