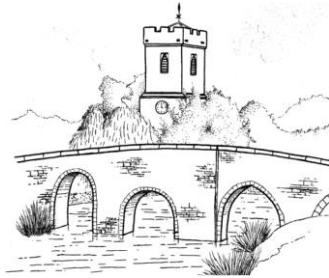


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



DEPUTY CLERK JOB DESCRIPTION:

Role: Deputy Clerk reporting to the Clerk (who is also the Responsible Financial Officer)

Salary: £30,000 to £40,000 per annum (depending on experience)

Hours: Full-time at 37 hours per week

Pension: Local Government Pension Scheme (LGPS)

Annual Leave: Starting from 24 days per annum plus Bank Holidays

Location: Bidford Parish Council Office, Bramley Way, B50 4QG

PURPOSE:

The Deputy Clerk's role is to support the Proper Officer of the Council (the Clerk/Responsible Financial Officer) in exercising all the Council's statutory duties and functions. Although reporting directly to the Clerk, the Deputy will be expected to take responsibility for sections of the work and to be ready to develop further with training.

KEY ACTIVITIES:

- Working with the Clerk to ensure delivery of Bidford Parish Council's objectives.
- Deputising for the Clerk as required.
- Liaising with the Clerk on all matters pertaining to the Council, councillors, and staff.

The details of the role will depend on the knowledge and experience of the post holder and will be updated once the Deputy Clerk has been appointed. Duties will be as required and in consultation with the Clerk and may include any or all of the following:

COMMUNICATION:

- Responding to general enquiries, emails and letters from members of the public.
- Working with the Clerk to deliver the Council's Communication Strategy, including scheduling and producing regular content for Facebook, Instagram, the website, newsletters, and PR/publications related to Council activities.
- Communicating quickly in emergencies in consultation with the Clerk and the Chair of the Parish Council.

MEETINGS:

- Preparing agendas and reports for meetings of the Parish Council, its committees, sub-committees, working groups and other meetings as required and taking accurate minutes.
- Attending meetings of SDC, SLCC & WALC etc. as required in order to represent the Parish and disseminate information to Councillors, the Clerk and Administrative Assistant.

PLANNING:

- Monitoring and responding to planning applications received by the Parish Council as Statutory Consultee, creating agendas and minutes and attending Planning Committee meetings.
- Keeping up to date with Planning rules and material considerations to advise the Parish Council.

POLICIES & COMPLIANCE:

- Working with the Clerk on review, production and quality control of all Council policies and documentation
- Monitoring the Council's insurance liability and asset register in conjunction with the Clerk.
- Ensure the Council complies with appropriate employment legislation
- Assisting in maintaining, implementing, monitoring, and complying with the Council's Health & Safety Policy and carrying out any required risk assessments for new Council activities.

ASSETS & OPEN SPACES:

- Assisting with service delivery to a high standard, including inspections, safety, and maintenance of Council assets such as play areas, bus shelters, streetlights, dog and litter bins, multi-user games areas, skate parks, and open spaces (including trees).
- Scheduling inspections of play areas and ensuring insurance is fully covered.
- Taking Cemetery bookings.
- Liaising with the Allotments Committee and attending AGM and other meetings as necessary.

FINANCE & ACCOUNTS:

- Working with the RFO in all financial matters as required, including production of the monthly accounts reports, budgets etc. with the external accountants,
- Assisting and providing support at financial year end with the completion of the Annual Governance and Accountability Return.
- Investigating and applying for grant funding for projects.

SUPERVISION AND CONTRACTS:

- Deputising for the Clerk whenever the Clerk is unavailable.
- Managing tenders for small contracts.
- Supervising contractors carrying out work on Parish Council assets in conjunction with the Clerk, ensuring that relevant insurance and risk assessments are in place prior to any works being carried out.

EVENTS:

- Supporting the Administrative Assistant in the organisation and management of any civic or other community event if requested.

GENERAL:

- Able to work flexible hours to meet the needs of the Council, including work outside normal office hours (typically Monday evenings) for Council and Committee Meetings as required.
- Carrying out various adhoc tasks such as checking defibrillators, unlocking sports fields, Parish Rooms etc.

TRAINING: To be prepared to:

- Undertake training as identified or directed by the Clerk or Parish Council
- Take every opportunity to develop skills and expertise or meet annual CPD requirements.
- Achieve the Certificate in Local Council Administration (CiLCA) qualification.
- Achieve the Financial Introduction to Local Council Administration (FILCA) qualification (if holding no finance or accounting related qualifications).
- *The Council reserves the right to vary the contents of the job description, after consultation, to reflect changes to the job role without changing the general character of the post or level of responsibility.*