

## **JOB DESCRIPTION – CLERKS ASSISTANT**

### **Overall Responsibilities**

The Clerk's Assistant is responsible for the leisure activities of the Council, including management of its allotment sites, competitions run by the Council, assisting others with the management of the public rights of way and assisting the Clerk in her duties.

They will be expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's leisure activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council, via the Clerk, for the effective management of appropriate resources and will report to them as and when required.

### **Specific Responsibilities**

1. To prepare, in consultation with appropriate members, agendas for meetings of the appropriate Committees. To attend such meetings and prepare minutes for approval.
2. To attend at least two meetings of the full Council per year and, in addition, all meetings of the appropriate committees and sub-committees.
3. To receive appropriate 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 or its Committees. To issue correspondence as a result of instructions of, or the known policy of the Council or its Committees.
4. To study reports and other data on the leisure activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
5. To draw up both on their own initiative and as a result of suggestions by Councillor's proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
6. To monitor the implemented leisure policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
7. To act as the representative of the Council as required.
8. To prepare, in consultation with the Chairman and Clerk, press releases about the leisure activities of, or decisions of, the Council.
9. To attend training courses or seminars on the work and role of the General Assistant as required by the Council.
10. To deputise for the Clerk in the Clerk's Absence.

This position will be working from home approximately 10 hours a week (flexible) and will be subject to an enhanced DBS check.

Salary following the NALC salary scale Salary scale £22,369 - £24,496 (£11.63 – 12.73 per hour pro rata) Starting point dependant on experience.