



ENDERBY PARISH COUNCIL
TEMPORARY APPOINTMENT - DEPUTY CLERK
(Fixed Term Contract of 12 Months)

20 Hours per week

Salary NJC LC2, SCP 18-23 (Pro-rata)

Pension: Local Government Pension Scheme

Enderby Parish Council has a vacancy for a Temporary Appointment of a Deputy Clerk for a Fixed Term Contract of 12 Months to cover Adoption leave. This post will terminate on the return of the permanent post holder.

Job Description

The post holder will be expected to carry out administrative duties relating to the work of Enderby Parish Council and deputise for the Clerk/Responsible Financial Officer (RFO) in her absence and/or as may be required. The Deputy Clerk, acting as the Clerk, is under a statutory duty to carry out all the proper functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

This is a responsible administrative position requiring the post holder to assist the Parish Clerk in all areas of responsibility as mandated by law. As Deputy, the post holder is required to act for and on behalf of the Parish Clerk/RFO. Independent action is required when questions arise and the Parish Clerk/RFO is not available for consultation. The Deputy Clerk, acting as the Clerk/RFO, will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The appointed person will be accountable to the Council for the effective management of all of its resources and will report to the Council as and when required.

The Deputy Clerk will be responsible to the Parish Clerk/Responsible Financial Officer.

Duties:

1. As delegated by the Clerk/RFO and in consultation with appropriate Members, to contribute to the preparation and distribution of agendas and papers for meetings of the Council, Committees, working parties and King George V Playing Fields Trust (including preparation of detailed reports, associated documents and statistics in preparation for meetings) in accordance with all statutory requirements.
2. To attend and prepare minutes for approval for Council and Committee meetings and meetings relating to the King George V Playing Field.

3. To Coordinate responses arising from meetings and communicate the Council's view to relevant recipients and other bodies.
4. To assist the Parish Clerk/RFO to maintain the Council's finances on a day to day basis including: processing of purchase invoices, inputting of financial information onto the computerised system, monthly reconciliations / and preparing financial reports for meetings.
5. To deal with enquiries and issues arising from the public by phone, email, letter.
6. To draw up both on own initiative and as a result of suggestions by Councillors, any proposals for consideration by the Committees and Council and to advise on practicability and the likely effects of specific courses of action in consultation with the Parish Clerk.
7. To assist in producing and publishing the Parish Council *Enderby Connection* newsletter.
8. To assist in the maintenance of the Parish Council website, *Facebook* and *Twitter* accounts.
9. With the assistance of the Parish Clerk, to take responsibility for specific Council projects, schemes and events as requested. Attendance at some events may be required during evenings and weekends.
10. To assist with planning applications and enter them onto the system and ensure that details of the applications are sent to Councillors to be dealt with at the Planning Committee meeting.
11. To assist in the maintenance of the Council's register of property and assets.
12. To develop the necessary knowledge and proficiency required for the effective management of the Council's affairs via attendance at training courses as required.
13. To undertake other such duties as may be required from time-to-time commensurate with the level of the post and, in particular, to provide cover for other administrative staff and short-term cover for the Parish Clerk in the event of annual leave/sickness.
14. To act as Line Manager for all staff other than the Parish Clerk/Responsible Financial Officer.

Day to day management of Council Properties and facilities

15. To assist the Parish Clerk with risk assessments and general management of the various Council owned facilities on a daily basis, ensuring polices and guidelines laid down by the Council are followed.
16. To process room bookings for the various Council owned facilities and to issue invoices on behalf of the Council for goods and services to ensure payment is received promptly.

17. To ensure the Council's agreements for all types of hirers and users are kept relevant and current.
18. Under the supervision and with the assistance of the Parish Clerk, complete any Burial administrative duties in a timely fashion, liaising with funeral directors and members of the public to establish and maintain a high level, quality service to the bereaved, whilst ensuring that accurate data and burial records are kept and maintained in accordance with Council's policies.
19. Under the supervision and with the assistance of the Parish Clerk, to recommend, based on Council policies, new pricing structures for bookings; monitor and charging structures of competing venues; provide management reports; and recommend new strategies where appropriate.
20. To ensure that the King George V Playing Field is protected in accordance with the Charities Act 2011. To ensure that the Council is fully compliant with the Charity Commission and Fields in Trust guidance in respect of its maintenance arrangements, tenancy agreements and disposition of land and assets. To ensure that lease agreements are relevant and up to date and to ensure that all financial transactions are recorded accurately to allow completion of the annual report to Charity Commission in a timely fashion.
21. Be a key-holder and occasional "out of hours" contact.

Health & Safety legislation

Take reasonable care for your own health and safety and for that of others affected by what you do, or do not do.

Co-operate on all issues involving health and safety

Use work items provided for you correctly, and in accordance with training and instructions.

Report any health and safety concerns to your Line Manager, the Parish Clerk, as soon as practicable.

Supervision

The job is essentially self-supervising within the administrative workload, which is planned and arranged to coincide with the dates and cycles of meetings. The nature of the job means that it involves much evening work.

Therefore priorities are set by the agenda and action required by the minutes of the meetings. There will be direct supervision on specific projects by the Parish Clerk. The post holder will also be required to liaise and be guided by certain specialist officers of local authorities to research/resolve complex aspects of any job.

Leased Facilities (King George V Playing Field)

- Enderby Cricket Club, Mill Lane, Enderby, Leicester, LE19 4LH
- Enderby Bowls Club, Mill Lane, Enderby, Leicester, LE19 4LX
- Enderby Lawn Tennis Club, Mill Lane, Enderby, Leicester, LE19 4LX.

Recreational Grounds/Open Space

- Mill Lane Recreational Ground (King George V Playing Field) including Children's Fenced Play Area and Outdoor Gym and Woodland area.
- Clarence Road Recreational Ground including Children's' Fenced Play Area (Licence Agreement – Blaby District Council (subject to transfer).
- Children's Fenced Play Area at Southey Close Recreational Ground (Licence Agreement - Blaby District Council).
- Children's Fenced Play Area at Aldeby Close Recreational Ground (Licence Agreement - Blaby District Council).
- Harolds Lane Open Space.

Community Facilities

- Civic Centre, King Street, Enderby, Leicestershire, LE19 4NT.
- Enderby Community Library, Townsend Road, Enderby, Leicestershire, LE19 4PG (Volunteer led facility which includes partnership working with Leicestershire Libraries (Leicestershire County Council).
- St. Johns Community Centre, Packhorse Drive, Leicestershire, LE10 2RN.
- Council Store (Townsend Road).
- Council Store (Mill Lane).

Burial Ground

- Enderby New Cemetery (including Scattering Area), Leicester Lane, Enderby, Leicester, LE19 5BJ.

This role will evolve as the village grows and this job description will be subject to review annually or whenever necessary, in consultation with the post holder.