

Fulford Parish Council	Job Description	
Job Title	Assistant Clerk	
Reports to	Parish Clerk and Fulford Parish Council	
Grade	NJC Scale LC1 SCP 5-12 Dependent on experience	10 hours per week
1.	Main purpose of job	
	To provide efficient and effective support to the Parish Clerk and the Parish Council to ensure the smooth running of the Parish Council within statutory and other provisions governing or affecting the running of the Council. In the absence of the Parish Clerk the Assistant Clerk will be the main point of contact for enquiries relating to the operation of the Council's services, administration and financial management	
2.	Core responsibilities, task and duties	
	<ul style="list-style-type: none"> • To assist with and work under the direction/supervision of the Parish Clerk on general weekly Council matters; • Responding to enquiries from members of the public and external agencies in a courteous and professional manner by telephone, email and in person and actively promoting the Parish Council in so doing; • To assist ensuring the Council's obligations in respect to Health & Safety and Risk Assessment are observed • Taking and recording bookings for Fulford Social Hall to include administration of booking forms, payments and key deposits; • Maintaining notices at Fulford Social Hall to ensure compliance with relevant legislation; • Ensuring all relevant inspections and tests are carried out at Fulford Social Hall; • Liaison with the cleaning contractors for Fulford Social Hall; • Allotment administration and bookings; • Meetings scheduling, Agenda preparation and Minute taking; • Attendance at allotments meetings; • Attendance at and Minute taking at Parish Council meetings (if required to cover for the Clerk); • Data entry and accurate record keeping and administration; • Maintenance of the Asset Register; • Collation, prioritisation and forwarding of mail to the Parish Clerk; • Provide holiday cover for the Parish Clerk; • Distribution of Parish Council newsletters when necessary; • Parish Council work as required by the Parish Clerk to include updating the Parish website and maintaining information on Parish noticeboards • Periodic visual inspection of playground equipment; • Custody of monies and accounts and banking; • To assist with support of and liaison with other Parish Council employees; • Provide administrative assistance to the Cemetery Superintendent (where necessary); • To provide cover for the Cemetery Office during absences of the Cemetery Superintendent; • To attend training courses or webinars on the work and role of the Council or Cemetery as required by the Parish Council; • To undertake such other duties as may be required from time to time commensurate with the level of the post. 	

3.	Supervision / Management of People
	The Assistant Clerk will be required to cover in assisting other members of staff only in the absence of the Parish Clerk but will not be required to supervise or manage other employees.
4.	Contacts and Relationships
	<ul style="list-style-type: none"> • Internal – regular contact the Parish Clerk, the Cemetery Superintendent, Groundstaff and Parish Councillors • External - contact with visitors, suppliers and customers on operational matters which will require a positive attitude, tact, diplomacy and discretion.
5.	Decisions – discretion and consequences
	<ul style="list-style-type: none"> • Without close supervision, but subject to set guidelines, the postholder will be required to make decisions from an established range of alternatives and prioritises their workload to meet Council objectives. • Judgment is required in providing solutions to problems within which there is a need to interpret information and from which a number of alternatives are possible. • The post holder may suggest modifications/ variations to processes and working arrangements. • The post holder must use discretion when responding to face to face, email and telephone queries from colleagues and others outside the Council so as not to commit any breaches of confidentiality/ indiscretions or act in any way to discredit the Parish Council.
6.	Work environment – work demands, physical demands, working conditions & work context
	<p>Work demands Subject to supervision, the postholder has a schedule of monthly tasks, but the order is subject to change with certain set deadlines, interruptions and competing demands.</p> <p>Physical demands Normal office environment. With occasional outside activities - n.b pending lifting of Coronavirus lockdown restrictions the postholder will work from home</p> <p>Working conditions Normal office environment. With occasional outside activities and occasional attendance at evening meetings- n.b pending lifting of Coronavirus lockdown restrictions the postholder will work from home</p> <p>Work context Normal office environment, clerical and administrative duties - n.b pending lifting of Coronavirus lockdown restrictions the postholder will work from home</p>
7.	Knowledge and Skills
	<ul style="list-style-type: none"> • Proven ability to carry out a range of administrative tasks accurately, efficiently and to a high standard • Experience of a wide range of clerical/ administrative tasks and suitable qualifications • Ability to plan and effectively carry out own work schedule with minimal supervision. • Understanding of a range of routine administrative work procedures which may require some specific job training and a period of induction. • Excellent oral and written communication skills. • Literate, numerate and competent in the use of Microsoft Office, Word and Excel. • Ability to be willing and comfortable with learning new systems and adapting the changes for the needs of the Parish Council. • Some bookkeeping or accounting experience would be a benefit but is not essential.

Key Competencies

- Excellent communication skills - written and verbal
- Problem assessment and problem-solving skills
- Sound judgment and risk management skills
- Information gathering and information monitoring skills
- Excellent attention to detail, methodical approach and accuracy
- Flexibility & adaptability in approach to work
- Co-operative and positive approach to work, colleagues, members of the public and external agencies
- Strong and highly effective interpersonal skills