



## Job Description

### Part Time Assistant Clerk

Nazeing Parish Council are seeking a self-motivated, professional and dedicated individual to fill the vacancy of assistant parish clerk.

The responsibilities of the position will include:

- Preparation of Agendas, detailed reports and associated documents in preparation for meetings
- Attendance at Council and Committee meetings, production of Minutes and implementation of recommendations and resolutions
- Dealing with enquiries and issues raised by the public by telephone, e-mail, letter and face to face
- Deputising for the Clerk as required, including the day-to-day running of the office
- Accurate record keeping and administration
- Ad hoc administrative and project-based duties
- Maintenance of public information sources (noticeboards and website)
- Attendance at training courses on the work and role of the Council as required
- To provide cover for the Clerk when she is on annual leave
- To undertake any other reasonable duties, as determined by the Clerk

The successful candidates should be able to demonstrate:

- Administrative and IT skills (particularly Outlook, Word and Excel)
- Ability to manage electronic forms of communication eg, Facebook and web pages
- Highly effective interpersonal skills
- A flexible approach to hours of work and day to day duties and responsibilities
- Hold a CILCA qualification or be prepared to undertake training to this level
- Experience of Local Government, or similar, environment (this would be an advantage but is not essential)

The role is for 12 hours a week, with additional hours to cover leave as required. The hours are flexible and will involve working in the Parish Office 1 to 2 mornings and 1 afternoon (Friday) per week. This role will involve attendance at evening meetings, which is anticipated to be 1 to 2 evening meetings per month (normally Thursdays).

Salary based on NJC salary point 1 to 7 (£17,842 to £20,092 p.a. pro rata) according to experience and qualifications.