

FELPHAM PARISH COUNCIL



ASSITANT TO THE CLERK INFORMATION JOB ADVERTISMENT AND JOB DESCRIPTION

MAY 2021

About the Council:

As the first level of government, Felpham Parish Council is the channel for action on much of the local infrastructure that we take for granted. We are organised into five Committees: Main Council, Finance and Administration, Planning, Licensing and Neighbourhood Plan, Allotments and Open Spaces and finally Projects and Resilience. These committees can be supported by working groups if required.

Main Council and the Committees each meet monthly. Meetings are normally held on the first three Tuesday evenings of each month:

- Main Council on the 1st Tuesday.
- Planning, licensing and Neighbourhood plan followed by Finance and Administration on the 2nd Tuesday.
- Allotments and Open Spaces followed by Projects and Resilience on the 3rd Tuesday.

Meetings start at 18.15 and are usually concluded by 20.15.

Some of our actions or responsibilities include: Paying for free parking in two local car parks, ensuring the grass verges and footpaths are kept tidy and make grants to causes which benefit Felpham residents. We are responsible for two local allotment sites, other open spaces and have an extensive list of assets, such a street lighting and benches for which we are responsible for. We also own and run, through a manager the Community Hall on Blakes Mead

We monitor all planning applications in the Parish and, using our local knowledge, we advise Arun District Council of the action we believe that they should take.

Each year we propose various projects aimed at enhancing our village and improving the facilities for our residents and visitors. Every summer, we organise a Fun on the Prom event, usually in August which culminates in a spectacular firework display. Our Felpham Emergency Resilience Group has received high praise and featured on national television and continues to support our community when needed.



JOB ADVERTISEMENT

FELPHAM PARISH COUNCIL

ASSISTANT TO THE CLERK

Closing Date: 4th June 2021
Workplace: Working from the council office in Meaden Way, Felpham
Hours: Part time, 16 hours per week (incl some evenings)
Rate of pay: £10.00 Per hour
Address: Felpham Community Hall, Meaden Way, Felpham, West Sussex
PO22 8FA

Felpham Parish Council is recruiting for an Assistant to the Parish Clerk.

We are looking for someone who is enthusiastic about delivering quality services for the community.

We are seeking a forward thinking and proactive Assistant to The Clerk. The role is to provide valuable and reliable support the Clerk to The Council in undertaking the work of the Council and to work closely with Councillors, residents, and other organisations.

The position is currently identified as 16 hours per week, which can be worked on a flexible basis (*working pattern to be agreed as part of any offer of appointment*). The successful applicant must be prepared to work one or two evenings (usually Tuesdays) per month when required.

You must have excellent computer skills, demonstrate excellent organisational, administrative and communication skills as well as being able to plan and manage their workload to meet deadlines. You will need to be proactive, motivated, able to work alone and able to demonstrate an ability to work constructively and accurately with a wide variety of stakeholders. Previous experience in Local Government, although not essential, is desirable.

You will be required to comply with all aspects of H&SAW, help manage the office environment and work effectively and closely with colleagues and Councillors.

The application form, which can be found on the Parish Council Web page along with a covering letter should be sent:

Via email to: clerk@felphampc.gov.uk. OR

Posted to: The Clerk, Felpham Parish Council, Felpham Community Hall, Meaden Way, Felpham, West Sussex, PO22 8FA

Applications must be received before 12.00 on Friday 4TH June 2021.

JOB DESCRIPTION

ASSISTANT TO THE CLERK TO THE COUNCIL

The responsibilities will be wide ranging, but will include:

- To receive callers and enquiries at the Parish Council Office and deal with these where possible.
- Ensure your safety and that of visitors to the office.
- Complying with the requirements of H&SAW, Council Standards and Procedures.
- Dealing with routine daily correspondence, including responding to and/or writing letters for the Clerk or Chairman to sign.
- Responding to all telephone enquiries received at the Office.
- To deliver mail and/or information to all Parish and District Councillors.
- To ensure that notice boards are regularly updated and in a clean, tidy condition.
- Monitor the social media activity, including that of WSCC, ADC and neighbouring parishes, bringing to the Clerk's attention anything relevant for Felpham and to update the Parish Council Website as and when requested.
- Assist the Clerk in production of financial reports and be responsible for ensuring that cheques are raised once payment has been authorised.
- Work with the Community Hall Manager, ensuring all correspondence, including records on income and expenditure are recorded and presented to the Clerk.
- To contact relevant department of district or county council and report any items needing repair/attention that come under their respective jurisdiction.
- To contact contractors and arrange that work (as authorised) is carried out.
- To help ensure a tidy work environment ensuring that adequate supplies of stationery are maintained.

- To administer and ensure that records/files maintained by the Council are kept up to date. (Allotments, local organisations, businesses, Emergency/Resilience Plan).
- To deal with all Planning Applications and matters relating to planning matters and have these ready and prepared for presentation to the Planning Committee.
- Issue agendas and take notes of Committees, working groups and ad hoc meetings as required.
- To support and coordinate social activities that may be arranged by the council, such as Fun On The Prom.
- Ensure the flag is raised/lowered as required on the village flagpole.
- Other duties which from time to time may arise.

In the Clerk's absence. (When on annual leave or other absence).

- Record actions taken and ensure that the Clerk, or Chairman is made aware of any enquiries or issues that require that require his/her attention.

PERSONAL SPECIFICATION

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The key requirements of the successful candidate are as follows	Essential/ Desirable
Education, qualifications and achievements	
Good general standard of education, including English & Maths GCSEs	Essential
Knowledge and experience	
Experience in an administrative role,	Essential
Experience of committee processes/procedures	Essential
Experience of working with budgets and managing finances	Desirable
Experience of partnership working (in statutory/voluntary/private sector)	Desirable
Experience of a customer service role	Essential
Knowledge of the local area and its issues	Desirable
Skills and Abilities	
Excellent communication skills, (written and verbal)	Essential
Skilled in the use IT and typical office equipment.	Essential
Experience of updating websites and managing social media, or a willingness to train to do these	Desirable
Personal qualities and attributes	
Proven organisational and interpersonal skills	Essential
Good team player, able to build rapport with a wide range of people	Essential
Ability to work calmly to deadlines under pressure	Essential
Enthusiastic for the delivery of quality services for the community	Essential
Willing to be flexible in their hours	Essential
Hold Full Driving Licence and own car	Desirable

If required the person must be willing to undertake any necessary training, which may involve additional hours or some limited travel to support and meet the requirements of this position.