

**Guilden Sutton Parish Council  
Assistant Clerk**

**Average 4 hours per week (flexible) SCP 7-12**

**6 month fixed term contract with the possibility of an extension or offer of a permanent contract.**

**Closing date 14<sup>th</sup> April, interviews week commencing 17<sup>th</sup> April**

Guilden Sutton Parish Council is seeking to employ an effective communicator to deliver the Council's front-line administration.

This is a new post and is available due to the increased quantity of work taken on by the Parish Council in recent years.

The post may suit an experienced Clerk looking to increase their work, or somebody who is looking to gain experience in order to apply for a substantive Clerk's post in the future.

**To apply please send a copy of your CV along with a brief covering letter to  
trisha.paterson@guildensuttonpc.co.uk**

**Job Description**

**Media and Communications**

Develop and manage the Council's social media presence in line with the Council's strategy to increase community engagement.

Be the first point of contact for residents wishing to contact the Council, responding to emails or telephone messages and refer onwards if necessary.

Liaise with contractors and the Borough Council to ensure issues that have been raised by residents or Councillors are addressed.

Respond to formal requests for information in line with the Data Protection Regulations Act.

Compile a weekly report of communications for distribution to the Clerk and Councillors.

**Meetings**

In the absence of the Clerk, record minutes of full Council meetings (2 or 3 per year). Take notes for Committee and working group meetings as required.

Assist with the preparation of agendas and meeting documents.

Compile a report of all matters relating to communication, contractors and Borough Council matters for each meeting.

**Administration**

Provide general administrative support to the Clerk.

**General**

Provide general cover in the absence of the Clerk.

Undertake training relevant to the role.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	A good standard of education including GCSEs in English and Maths.	Willingness to undertake further training up to and including a local government qualification.
<b>Experience</b>	Experience of working in an administrative or customer services role  Experience of updating websites and social media pages	Minute taking and knowledge of Local Government.  Experience of partnership working.
<b>Skills and Knowledge</b>	Ability to plan own workload according to the needs of the organisation.  Ability to use Microsoft Office applications.  People skills including communication and empathy	Experience in using Video Conferencing software.  Track record of continuing professional development.
<b>Personal Qualities</b>	Ability to work with a wide range of people using diplomacy and tact.  Strong interpersonal skills.  Methodical and thorough approach to tasks	
<b>Other</b>	A flexible approach with the ability to attend occasional evening meetings (7:30PM-10PM)	