

**Guilden Sutton Parish Council
Assistant Clerk**

Starting at an average of 4 hours per week (flexible) at SCP 7-12, with a view to increasing to 10 hours per week at SCP 24 over a 12-month period

Required as soon as possible

Closing date 31st August, interviews week commencing 8th September

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

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. It is the intention of the Council that the Assistant Clerk would undertake suitable training and internal development in order to progress to being the Council's next Clerk during 2026.

**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

	Essential	Desirable
Education	A good standard of education including GCSEs in English and Maths.	Willingness to undertake further training up to and including a local government qualification.
Experience	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.
Skills and Knowledge	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.
Personal Qualities	Ability to work with a wide range of people using diplomacy and tact. Strong interpersonal skills. Methodical and thorough approach to tasks	An interest in developing knowledge of the Council's work in order to be in a position to succeed the current Clerk.
Other	A flexible approach with the ability to attend occasional evening meetings (7PM-10PM)	