



# Laleston Community Council Cyngor Cymunedol Trelales

"working with the Community"

[www.lalestoncommunitycouncil.gov.uk](http://www.lalestoncommunitycouncil.gov.uk)

<b>Job Title</b>	Assistant Clerk
<b>Grade</b>	SCP 24 - £15.16 per hour – SCP 28 - £17.05 (Dependent upon skills and experience)
<b>Hours of work</b>	16 hours per week (including evenings and weekends plus additional hours as required)
<b>Reporting to</b>	Clerk/Responsible Finance Officer
<b>Supervises</b>	No direct supervision
<b>Job purpose</b>	The assistant Clerk will provide support to the Clerk/Responsible Finance Officer to ensure the smooth running of the Community Council.

## Key Responsibilities

1. To assist the Clerk in ensuring that statutory and other provisions governing or affecting the running of the Council are observed.
2. Will assist with and work under the direction/supervision of the Clerk on general daily financial matters.
3. To receive correspondence and documents on behalf of the Council and under the direction of the Clerk, or in the absence of Clerk or another designated councillor, to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
4. To assist to prepare agendas for all meetings of the Council and Council Committees and attend Council meetings and prepare minutes for approval.
5. To be involved in the implementation of recommendations and resolutions made at Council.
6. Deal with issues raised by the partners, public and Councillors over the telephone, through correspondence or at the office.
7. To be involved in and develop the Council website and Facebook page in order to promote the Council and enhance its public profile.

8. Accurate record keeping and administration.
9. To assist with the organisation of and attend various events.
10. To attend training courses or seminars on the work and role of the Assistant Clerk as required by the Clerk or Council.
11. To ensure that the Council's obligations in respect to Health and Safety and Risk Assessments are observed.
12. To support and liaise effectively with other Council employees.
13. To undertake such other duties as may be required commensurate with the level of the post.

## Person Specification

Category	Criteria	Essential	Desirable
Education, Qualifications & Training	Good standard of education 5 GCSE including Maths and English	✓	
	Hold Certificate of Local Council Administration or equivalent		✓
Knowledge and Experience	Experience of an administrative role, preferably within local government	✓	
	Proficient IT skills and experience of all Microsoft packages, Word, Outlook, Excel	✓	
	Knowledge of financial management procedures and control	✓	
	Experience of updating and maintaining websites		✓
Skills and Abilities	Effective communication skills both written and verbal	✓	
	Ability to process complex information and produce accurate written work	✓	
	Good time management, co-ordination and organisational skills	✓	
	High level of initiative, self motivating and ability to problem solve	✓	
	Able to develop close working relationships with colleagues, elected councillors, members of the public and staff at all levels.	✓	
	Ability to remain calm and act diplomatically in a pressurised environment.	✓	
	Capable of using political sensitivity and discretion when working in a political environment.	✓	
	Evidence of ability to deal with conflicting demands.	✓	
	Research skills including identifying sources of information and experience of summarising large amounts of data		✓
Knowledge of statutory framework relating to governance structures		✓	

Please note that a full drivers licence and car will be required for this role, along with the willingness to work evenings and weekends.