

Hathersage Parish Council
Assistant Clerk - Job Description

Overall Responsibilities: to assist the Clerk to the Council in carrying out the work of the Parish Council, especially administrative, clerical and secretarial duties. To work mainly from home other than when attending meetings, an average of 10 hours per week – there may be some variation in hours, across the year.

Responsible to: the Parish Clerk

Duties

1. Clerking of committee meetings; attendance at the monthly Parish Council meeting

- Assist in preparation for the meetings, including preparing and distributing agendas and meeting papers, room booking and key holding;
- Attend and service evening meetings as agreed, preparing the room, taking notes, drafting and producing minutes and distributing minute;
- Following up on any actions agreed at meetings, in a timely manner

2. Other/additional meetings

- Carry out duties as above for other Parish Council related meetings which may be scheduled during the daytime or evening;
- Maintain records and files for specific committees

3. Contact with public

- Assist the Clerk as another point of contact for telephone and email enquiries;
- In consultation with the Clerk respond to queries, complaints and requests for information (in person, by phone, email or post) from members of the public and from councillors and officers from other organisations; promote good public relations for the Parish Council at all times in the way these are handled
- Refer non-routine enquiries to the Clerk;
- Occasionally provide a village Parish Council surgery from the Heart of Hathersage

4. Other duties

- Assist with the upkeep of Burial Ground Registers and associated correspondence;
- Administer the Parish Council's business in the absence of the Clerk;
- Act as a representative for the Parish Council as required;
- Undertake training as may be required;
- Assist with Memorial Hall Room Hire (details to be agreed);
- Assist with maintaining the Parish Council website content and noticeboard.