

Hathersage Parish Council Assistant Clerk - Job Description

The Assistant Clerk supports the Clerk to the Council in carrying out the work of the Parish Council. The role is a mix of governance/administration/clerical work and some co-ordination of maintenance and repairs. You will mainly work from home; a laptop will be provided. You will attend meetings, in Hathersage, with an ongoing commitment to at least two regular evening monthly meetings - full Council on the evening of the first Tuesday of the month; and the Leisure, Facilities and Amenities Committee on the third Tuesday of the month. There will occasionally be other meetings – evening or daytime – which you will be expected to clerk. You will work a weekly average of 12 hours a week; you should generally expect to work these hours across at least three days a week in order to be able to respond to and follow-up on queries and actions; there may be some variation in hours across the year e.g. you may work more hours when covering in the absence of the Clerk. Training will be provided and you will have access to a wide range of training provided by the Derbyshire Association of Local Councils (DALC).

DUTIES

1. Attendance at the monthly Parish Council meeting; clerking committee meetings

- Producing, publishing and circulating agendas.
- Note taking at meetings; producing and publishing minutes; following up on actions in a timely manner.
- Researching issues – producing meeting reports - advising Councillors.
- Convening and clerking additional meetings when required.
- Maintain records and files for specific committees.

2. Contact with the public

- Assist the Clerk as another point of contact for enquiries, referring non-routine enquiries to the Clerk.
- In consultation with the Clerk, respond to queries, complaints and requests for information from members of the public, Councillors, Officers in external services and organisations - promote good Parish Council public relations at all times in the way these matters are handled.
- Drafting formal correspondence on behalf of the Clerk, and Councillors.

3. Other duties

- Posting on and updating the Council website with agendas and minutes; posting news, notices and updates on community social media.
- Room bookings (for meetings and events); key holding.

4. Co-ordination of maintenance and repairs

- Internal liaison with the Clerk and with Swimming Pool Managers.
- Liaison with the District and County Councils – Councillors and Officers.
- Liaising with contractors and traders.