

# NETTLEHAM PARISH COUNCIL

The Parish Office  
Scothern Road  
Nettleham  
Lincoln LN2 2TU  
Tel: 01522 750011

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Website: [www.nettleham-pc.gov.uk](http://www.nettleham-pc.gov.uk)



## JOB DESCRIPTION

<b>Role:</b>	<b>ASSISTANT CLERK</b>
<b>Reports to:</b>	<b>Parish Clerk</b>
<b>Staff Responsibility:</b>	<b>None</b>
<b>Hours of Work:</b>	<b>18 hours per week – subject to review</b>
<b>Core working hours:</b>	<b>Monday to Thursday 9am – 12 noon to cover office opening hours (although may be subject to review)</b>
<b>Rate of Pay:</b>	<b>LC1 point 3 - 9</b>

1. To assist the Parish Clerk and Facilities Manager with all administrative tasks and procedures and undertake any reasonable office duties, as agreed with the Clerk including, but not limited to:
  - filing, photocopying, scanning, maintaining and updating electronic and paper records, checking stock and ordering stationery/supplies, dealing with incoming/outgoing mail, sign for incoming goods, updating notice boards.
2. To assist with the day-to-day administration of The Old School and Mulsanne Park Recreational Facilities, including: liaising with hirers, taking bookings, keeping all necessary records, distribution and receipt of necessary keys and other associated tasks.
3. To be the first point of contact for the Parish Office by greeting and assisting visitors to the office and answering all telephone enquiries as required.
4. To assist in the maintenance of financial records, including the receipt of cheques and cash, create and issue Purchase Orders, invoices, statements, receipts and monitor payments - as necessary under the direction of the Clerk.
5. Maintain and update the Council's records using manual and electronic systems – such as Microsoft office and the Council's RBS financial management system.
6. To assimilate a detailed working knowledge of Council procedures, in order to deputise for the Clerk and Facilities Manager when necessary, including at meetings, as may be required.
7. To ensure legal, statutory and other provisions governing or affecting the running of the Parish Council are observed.
8. To prepare agendas, attend meetings and write meeting minutes, where necessary, by agreement with the Clerk to the Council. (To include evening attendance at meetings as and when required.)
9. To record and undertake actions arising from meetings.

10. To deal with correspondence and emails, develop and type up responses.
11. To understand research and compile grant applications, as instructed by the Clerk or Facilities Manager and assist the Clerk & Facilities Manager with any ongoing project work entered into by the Council.
12. To record receipt of planning applications, circulate and undertake necessary actions in relation to consultation on planning applications received from West Lindsey District Council.
13. Assist with publicity and advertising, update and maintain the Parish Council's website and social media such as Facebook and assist with the preparation of articles for publications.
14. To take direction from the Chairman or Vice-Chairman of the Council on the administration of the Council and Parish Office, should the Clerk to the Council or Facilities Manager be unavailable.
15. To act, in a professional manner as a representative of the Parish Council and work flexibly to meet the requirements and demands placed on the Council.
16. To take all reasonable steps to protect and promote the interests and business of the Council and to maintain all necessary confidentiality with regard to Council matters.
17. To attend and take part in such training courses, seminars, conferences or other training sessions, by agreement and where deemed necessary.
18. There will be occasions when the post holder will be required to undertake tasks in relation to this job description outside the normal working hours. These hours will be recompensed by means of either time off in lieu or overtime payment at the contracted hourly rate as determined by Clerk/Facilities Manager.