



WEST WITTERING PARISH COUNCIL

JOB DESCRIPTION

Post Title:	Deputy Clerk
Salary Grade:	Up to SCP 22 £33,699 depending on experience.
Responsible to:	Parish Clerk
Job Purpose:	To assist the Clerk in all key activities.
Hours:	25 hours
Leave:	23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days increasing to 28 days pro rata after 5 years service.

Key Activities

Legal

- 1) To ensure the statutory and other provisions governing or affecting the operation of the Council are observed in the absence of the Clerk.
- 2) To recognise and be aware of the requirements of all Acts of Parliament governing the activities of the Parish Council and ensure that these are observed and actioned.
- 3) To understand all policies of the Council and contribute to their production and review.
- 4) To implement the policies within the West Wittering Neighbourhood Plan, monitor the use of the Neighbourhood Plan and prepare for the formal review of the Plan by 2029.
- 5) To ensure data on the Council's website complies with the Transparency Act Regulations.

Financial

- 6) To support the RFO in all financial matters as and when required.
- 7) To assist with the management and administration of the Council's financial affairs in accordance with the Accounts and Audit Regulations 2015 and assorted legislation and guidance.
- 8) To manage purchase orders and invoices on behalf of the Council for goods and services and ensure payments due are received.
- 9) To manage any contracts in line with the Council's Standing Orders and Financial Regulations.



- 10) In conjunction with the Clerk, assist with monitoring the Council's insurance liability, asset register and ensure that adequate cover is in place.
- 11) To support the Clerk in the management of the Sports Field and Snow Hill Charities where the Parish Council is the Sole Corporate Trustee.

Service to Public and Community

- 12) Communicate with public and visitors face to face, by telephone and via e-mail.
- 13) To build positive working relationships with outside agencies and community bodies.
- 14) To be present in the parish office at agreed times and deal effectively with enquiries from the public and Councillors.
- 15) To work with the community and local organisations to produce an updated and effective Emergency Plan for West Wittering and ensure that it is regularly updated.

Administrative

- 16) To administer Council documentation delegated by the Parish Clerk.
- 17) To provide regular reports for Council meetings as required.
- 18) To take responsibility for clerking and managing the Planning Committee and working groups, including preparing agendas and minutes. Undertaking research and implementing agreed actions as required, in consultation with the Clerk and Chairs.
- 19) Monitor and respond to all planning applications received by the Parish Council, via the Planning Committee within the set timeframe.
- 20) To support the Clerk in the co-ordination and management of the buildings and land maintenance when appropriate.
- 21) To oversee the administration and maintenance of the Parish Council website and develop an increased social media presence.
- 22) To liaise with regular and potential users of Parish Council services such as sports clubs and local societies.

Grounds, Environmental Management & Projects

- 23) To manage designated projects and raise new initiatives when appropriate.
- 24) To implement the relevant policies in the Neighbourhood Plan.
- 25) To co-ordinate, in co-operation with the Clerk, all Grounds Maintenance Contracts ensuring that all Health and Safety obligations are met on Council managed land.
- 26) Assist with ensuring services are delivered to a high standard, including inspections where relevant, safety, maintenance of assets such as Council owned land, play equipment and buildings, bus shelters, dog and litter bins and street furniture.
- 27) To support the Clerk and the West Wittering Allotment Association with the management of the allotments.



- 28) To oversee the maintenance of the Council's Asset Register and Parish Online as required.

Public Relations

- 29) To prepare in consultation with the Clerk, a timetable of communications about the activities or decisions of the Council, including the Council's newsletter, and circulate as appropriate.
- 30) Contribute to the content of the Council website.
- 31) To assist the Clerk in preparing for public consultations and events.

Training/Qualifications

- 32) To continue Continuous Professional Development by attending relevant training and seminars and clerks network meetings.
- 33) To undertake ILCA or CiLCA if not already held.

General

- 34) To work flexible hours to meet the needs of the Council, undertaking work outside normal working hours as required and subject to discussion with the Clerk.
- 35) To undertake such other duties as maybe reasonably required by the Council.
- 36) The Council reserves the right to vary the contents of the job description, after consultation, to reflect changes in the job role without changing the general character of the post or level of responsibility. The specific split of duties between the Clerk & RFO and the Deputy Clerk and the hours to be spent in the office will be agreed with the successful candidate.