



LISS PARISH COUNCIL VACANCY (Assistant Clerk)

Liss Parish Council are a very active village council located in the South Downs National Park, we are looking for an Assistant Clerk to join our small, friendly team.

Benefits:

- ✓ Part-time (around 25 hours a week)
- ✓ Salary of £27,344 - £28,371 *pro-rata*
- ✓ Flexible working hours and possible hybrid working
- ✓ Holiday allowance: 24 days + bank holidays *pro rata*
- ✓ Local Government Pension Scheme
- ✓ In role training offered

Liss Parish Council is the first tier of local government in Liss, we play a significant role in our local community at our "grass roots" level of local democracy. The Assistant Clerk plays a key role in helping the council efficiently serve our community and adhere to current local government legislation and best practise.

The Assistant Clerk supports the Clerk in managing Council business and will act as the Proper Officer in the absence of the Clerk. Key responsibilities for the role include clerking various committees (likely to be the Planning, Highways and Review Committees but subject to change); managing bookings for hire of the Liss Pavilion, Village Hall and Football Pitch and overseeing the allotment sites. There will also be the opportunity for some project work. All LPC staff are required to work flexibly in terms of duties as required to meet wider business needs.

Key skills for the role include strong administration, organisation and written and interpersonal skills. The post holder will need to be pro-active and flexible in their approach with an ability to work on their own initiative and to have experience of balancing priorities. Due to the nature of the parish business the role is very varied with no two days the same, the Assistant Clerk is required to think on their feet and deal with ad hoc enquiries from members of public or problem solve an unexpected event that requires immediate attention. The post-holder will be expected to build and maintain close links with local community groups, organisations, and statutory authorities including East Hampshire District Council, Hampshire County Council and South Downs National Park Authority, in order to help Liss Parish Council carry out its business and deliver its Action Plan (www.lissparishcouncil.gov.uk – click on Your Council then Action Plan).

Flexible working hours are available although the Assistant Clerk must be available to work at the Council Office during the opening hours of 10am-2pm Monday, Wednesday and Thursday. Additionally, they are required to clerk one or two meetings a month that are usually held from 7pm on a Monday evening.

Liss Parish Council adhere to the National Joint Council for Local Government Services pay scales which are reviewed annually on 1st April. During the six-month probation period the salary will be SCP18 (£27,344), this will automatically rise to SCP20 (£28,371) upon successful completion of probation.

For further information: Please contact the Clerk, Sarah Smith, for a full job description and person specification or for any other queries: 01730 892823/ clerk-smith@lissparishcouncil.gov.uk Please also visit our website (www.lissparishcouncil.gov.uk) or follow us on social media.

How to apply: Submit your CV and a covering letter to the Clerk, Sarah Smith, via e-mail to clerk-smith@lissparishcouncil.gov.uk. Your cover letter should include details on why you think you would make a good Assistant Clerk and what benefits you would bring to Liss Parish Council.

Closing date: Midnight Monday 1st May 2023

Interviews: Week commencing 8th May 2023

Start date: As soon as possible thereafter

Liss Parish Council is an Equal Opportunities Employer



Job Description and Responsibilities Assistant Clerk for Liss Parish Council

Main Responsibilities:

The role of Assistant Clerk is incredibly varied so our ideal candidate would need to be flexible and help out where required but the main responsibilities are to:

1. Support the Clerk in their duties as Proper Officer to ensure the Parish Council adhere to local council legislation and best practise.
2. Maintaining a customer service role, responding to public enquiries in a courteous and professional manner both face-to-face in the Council Office, on the phone, via email or social media, within 3 working days where possible.
3. Facilitate community engagement through maintaining the Liss Parish Council social media and website, mainly Facebook but also Instagram and Twitter, as well as Liss Parish Council noticeboards, to inform the local community regarding Council activities and other issues of interest as well to listening to and responding to feedback.
4. Manage bookings for the Liss Pavilion, Village Hall and West Liss Football Pitch. This includes taking bookings, maintaining calendars for the venues, liaising with caretakers, and creating invoices.
5. Administer the routine maintenance logs for the council buildings to ensure adherence to statutory requirements for fire inspections, licensing, and electrical testing and to identify and rectify issues.
6. Manage the six allotment sites and up to 140 allotment tenants. This includes site inspections, enforcement issues, completing contracts and updating contact lists for new tenants, annual rent invoices, liaising with the Groundsman to rectify any issues identified at the allotments.
7. Undertake project work arising from committees and to meet commitments on the annual Action Plan, including community engagement and identifying and applying for suitable grant funding.
8. Build close partnerships with local community groups, organisations, and statutory authorities including East Hampshire District Council, Hampshire County Council and South Downs National Park Authority, in order to help Liss Parish Council deliver its commitments.
9. Undertake general office administration including ordering office supplies and other ad hoc tasks.
10. Actively seek to acquire, update and maintain the professional knowledge and skills required for assisting in the efficient management of the affairs of the council, including attending training courses or seminars as required.
11. Clerk committee meetings, including creating and publishing meeting agendas, producing papers for consideration, writing up minutes and following up actions for the following committee meetings:

Person Specification

The ideal candidate must be:

- Proactive and have a flexible and collaborative working style
- Organised and able to multi-task
- Community focused
- An excellent communicator with great people and interpersonal skills
- Able to think on their feet and problem solve
- Able to write effectively and concisely, able to produce minutes, papers, funding bids etc.
- Driven and able to see projects through to fruition
- Ability to understand and apply the wider framework within which the Council operates
- Willing to learn and take responsibility for their personal development
- Able to work in the Council Office 10am-2pm on Monday, Wednesday and Thursday
- Able to attend one or two evening meetings a month (generally held at 7pm Monday evenings)
- Computer literate with good working knowledge of Microsoft Office suite

Desirable but not essential:

- Local experience
- Experience in managing meetings and writing minutes
- Experience working in the public sector
- Experience with identifying and submitting grant for funding projects
- CiLCA qualified