

Necton Parish Council

Parish Assistant Application Pack January 2018

About Necton Parish Council

The first tier of local government, Necton Parish Council plays a vital role in representing the interests of the community and improving the quality of life and local environment. Planning, highways, transport and traffic, community safety, housing, street lighting, allotments, litter, seats and shelters and rights of ways are some of the issues that concern this Parish Council.

The Parish Council is also the Sole Trustee of Necton Community Centre, a charity providing facilities for village groups, clubs and private hire and a playing field, which provides excellent sporting facilities for the village. The centre is a lively place featuring a monthly lunch club, a weekly parent & toddler club, holiday activities for children, a variety of keep fit and other social activities.

About the role

We are now recruiting an Assistant who will provide administrative support to the Parish Clerk. Principal responsibilities include community centre bookings, responding to routine correspondence, researching projects and issues and supporting the general administration of the Council.

We are looking for someone who has experience of working within an administrative setting, confidence in dealing with a variety of queries by phone, email and in person and a willingness to learn and use new skills and ideally, but not essential, some experience within the charity sector. Full training will be given and the post will work closely with the Clerk and alongside other members of the team.

How to apply

Send the following items to the Parish Clerk, Gabrielle Joyce, Parish Office, 13 Tun's Road, Necton. PE37 8EH or by email to nectonparishcouncil@gmail.com

- Current CV
- Covering letter explaining your suitability for the post. We would like to read about examples of experience (work or volunteer) that reflect the Person Specification.
- A completed Person Specification score sheet. See the form within this application pack.

Closing date Thursday, 22 February.

Interviews anticipated week commencing 26 February 2018.

Parish Assistant – Job Description

Reporting to: Parish Clerk

Overall responsibilities: To support the administrative function of the Parish Council

Principal duties:

1. Administration of Community Centre bookings

- a. Co-ordinate and administer community centre bookings from enquiry through to payment and delivery of hire.
- b. Liaise with Caretaker and Cleaner ensuring bookings are facilitated appropriately.
- c. Manage and update the bookings online calendar.
- d. Be a point of contact for receipt of booking fees.

2. Parish Council Administrative support

- a. Be an initial point of contact for the Council at the Parish Office.
- b. Undertake research as directed on initiatives and projects to form the basis of reports to Council.
- c. Update the parish website with relevant news and information.
- d. Assist with the production of documents associated with council and trustee meetings.
- e. Other routine administration as needed.

3. General

- a. Act as one of the Council's representatives in all duties, helping members of the public and generally promoting good public relations.
- b. Assist with other tasks as required, such as holiday support for other team members.
- c. Ensure compliance with health and safety requirements whilst carrying out all duties.
- d. Participate in regular meetings and supervision if required and take up training offered.

Parish Assistant - Person Specification

Requirement	Rate yourself – 0 to 5
1 Education/qualifications/knowledge <ul style="list-style-type: none"> • Good oral & written communication skills • Knowledge of Microsoft Office (word, excel, outlook, etc) • Book-keeping knowledge • Finance & budget management • Local government qualification • Working knowledge of WordPress 	0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5
2 Experience <ul style="list-style-type: none"> • Within an office setting, sometimes alone • Working as part of a small team • Dealing with members of the public • Working with confidential / sensitive information 	0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5
3 Aptitudes & skills <ul style="list-style-type: none"> • Competent user of IT, confident to embrace new technologies • Adapting tasks / time to ensure work can be completed within prescribed deadlines • Confident to progress work efficiently without close supervision • Ability to understand & disseminate complex information • Ability to transcribe from audio accurately 	0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5
4 Personal Attributes <ul style="list-style-type: none"> • Professional and friendly • Manage own work effectively • Flexible approach to work • Willing to work as part of a team • Willingness to carry out work safely • Willingness to undertake training & update skills 	0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5
5 Circumstances <ul style="list-style-type: none"> • Flexible to work day & evening (with enough notice) • Able to provide references • Able to work from the Parish Office (transport) 	0 1 2 3 4 5 0 1 2 3 4 5 0 1 2 3 4 5
6 Equal opportunities <ul style="list-style-type: none"> • Understanding and willingness to promote positively equal opportunities and diversity 	0 1 2 3 4 5

Note to candidate: Score your level of knowledge, skill and aptitude and return this with your application. 0 = none, 1 = some, 2 = average, 3 = good, 4 = excellent, 5 = star

Main terms and conditions of service

Location:

Parish Office, Necton Community Centre, Tun's Road, Necton

Starting salary:

£8.75 per hour, reviewed annually within appraisal process

Hours:

10 hours – 10 am to 2 pm on two days of the week (to be agreed) with 2 hours as needed to cover. Some evening work may be required.

Responsible to:

Parish Clerk

Employer:

Necton Parish Council

Purpose of job:

To support the administrative functions of the Parish Council

Holiday entitlement:

5.6 weeks per year (this is inclusive of public holidays) (pro-rata calculation for part time staff)

The information given here is intended as a guide only and does not form the basis of a contract.