



CASTLE CARY TOWN COUNCIL

Deputy Town Clerk 15 hours per week

Job Description

Purpose:	To provide secretarial and administrative support for the Town Clerk and for the work of the Town Council, undertaking the duties specified below and deputising for the Clerk when required
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Main Tasks:

- To support the Planning Committee
- To maintain the record of burials in the Town Cemetery
- To update webpages relating to Town Council business as appropriate
- To maintain a register of Council Policies and Procedures
- To conduct the above tasks in an efficient, professional and proactive manner

Duties:

The post holder will undertake the following tasks, working with the Town Clerk and other staff, Town Councillors and volunteers.

Council Support

- To support the Planning Committee, ensuring that agendas and minutes are prepared and circulated.
- To deputise for the Town Clerk as required, including supporting committees.
- Up to twice per year, under the supervision of the Town Clerk, to prepare papers for, attend and take minutes for a full Council Meeting.

Administration

- To support the Town Clerk in maintaining the Council's records and filing system, including computer files.
- Maintain the record of burials in the Town Cemetery and co-ordinate funerals or other cemetery activities.
- To update webpages as appropriate including publicising Council meetings and ensure that minutes and agendas are up to date.
- To maintain a register of Council Policies and Procedures and ensure that they are reviewed as appropriate.
- To support the Town Clerk in receiving, making and keeping records of telephone calls and emails in respect of Council business.

Finance

- To support the Town Clerk in the routine administration of the Council's financial transactions.
- To input online banking payments.

Personnel Management

- To liaise with contractors and others providing services to the Council, in consultation where necessary with the appropriate committee chair.
- Support the activities of the Community Volunteers in providing community and tourist information.

Public Relations

- To respond to personal, telephone, electronic and written enquiries from the public on Council matters.
- To attend meetings with local organisations and Councils as requested by the Council, and to act as the Council's representative as required.
- To maintain Council noticeboards with up-to-date information, especially the publication of official notices.

Training and Support

- To attend training courses or seminars on the work and role of the Clerk as required by the Council.

Hours and Work Patterns

The Deputy Clerk's regular work pattern is 15 hours per week (5 hours per day, three days per week).

Additional paid hours may be agreed with the Council for tasks that go beyond the regular duties of the role. Attendance at any evening meetings is normally taken in lieu.

The Deputy Clerk will normally work in the office in the Market House; arrangements for working at home for particular tasks must be agreed with the Council, and the Deputy Clerk must ensure that they have appropriate insurance. Regular hours of working will be agreed with the Town Clerk and the Chair of Council; the aim will be to balance the need for a Council representative to be available to deal with public enquiries as often as possible with the other requirements of the role, including liaison with the Town Clerk.

The salary is LC1 scale point 7 – 12 (£24,294 - £26,421 pro rata)

The post holder will report to the Town Clerk as Line Manager and may seek additional support from the Chair of the Council.