

CRINGLEFORD PARISH COUNCIL

ASSISTANT PARISH CLERK

JOB DESCRIPTION

Job Specification: Assistant Parish Clerk

Grade: Scale Point 24 (£34,314, pro rata £27822)

Job Location: The Assistant Parish Clerk will be expected to work across the Council's buildings as required by the Parish Clerk. This is an office based, "front of house" job.

Hours: 30 hours per week, over five days.

Job Summary: Responsible for high standard administration and invoicing work relating to council premises and grounds. This will include building and maintaining an excellent customer services ethos with hirers and sports groups that results in a high level of customer satisfaction, ensuring that hirers of the facilities are motivated to use them to a degree that makes the business successful and financially viable.

Carry out digital promotion of the premises through proactive social media use and marketing to promote activities within, achieving maximum utilisation of the Cringleford Parish Council's premises and land.

Responsible for the administration and smooth running of the Council's allotments, building a relationship with the tenants and facilitating regular tenant meetings and site inspections.

Line managing the Caretaking Team at The Willow Centre and the cleaner at the Pavilion.

Responsible to: The Assistant Parish Clerk will be responsible to the Parish Clerk.

1. General Duties & Responsibilities:

The Assistant Parish Clerk will be responsible for

- 1.1 Providing a monthly report to the Clerk on bookings of the Parish Council's premises and land.
- 1.2 Carrying out banking on a regular basis, including providing a report to the Clerk, and completing the monthly bank reconciliation for premises business.
- 1.3 Building excellent relationships with regular and casual hirers of facilities by

being reliable & professional and providing high quality customer services support.

- 1.4 Invoicing all hirers on a monthly basis and chasing payments where necessary.
- 1.5 Providing short-term cover for the Parish Clerk in the event of annual leave / sickness.
- 1.6 Managing the Recreation and Amenities Group monthly meeting, including producing the agenda, minutes and writing reports.
- 1.7 Managing (administration and minutes) the Annual Parish Meeting each spring
- 1.8 Receiving and responding to correspondence and other documentation received in relation to the council's premises and sports grounds
- 1.9 To comply with all parish council policies and procedures.
- 1.10 To support the parish clerk with projects and events as required

2. Parish Council Buildings, Recreation Grounds, Allotments and other Council owned areas

The Assistant Parish Clerk will:

- 2.1 Under the supervision of the Clerk, manage the administration of the recreation grounds, The Pavilion, The Willow Centre, The Jubilee Centre, allotments and other council owned areas in accordance with the instructions of the Parish Council and the requirements of all relevant legislation.
- 2.2 Manage payments received for use of the facilities in accordance with the Council's Financial Regulations.
- 2.3 Assist the Clerk as required in organising the maintenance and repair of the Council's buildings, including annual maintenance contracts.
- 2.4 Assist the Clerk in carrying out monitoring of work undertaken by Parish Council staff to ensure that standards are being met.
- 2.5 Manage the Council's agreed marketing scheme.
- 2.6 Research and recommend pricing structures for bookings; monitor the charging structures of competing venues; provide management reports; recommend new strategies where appropriate.
- 2.7 Line manage Caretakers based at The Willow Centre, including tasks such as annual appraisals, authorising annual leave, booking training and being the first point of contact.

- 2.8 Attend Parish Council meetings at least quarterly to maintain an understanding of the business.
- 2.9 Assist the Parish Clerk with one-off projects and events.
- 2.10 Undertake duties on the direction of the Clerk, to be agreed upon discussion.

3. Training

The Assistant Parish Clerk will:

- 3.1 Attend training sessions as required and agreed by the Clerk to ensure knowledge is updated.

4. Health and Safety at Work

The Assistant Parish Clerk will:

- 4.1 Adhere to the Council's policy on Health, Safety and Welfare.
- 4.2 Assist the Clerk in ensuring that health & safety requirements are fully complied with for the well-being and safety of all who visit or work in the facilities.

5. Any Other Duties

The Assistant Parish Clerk will:

- 5.1 Undertake any other duties which may from time to time be allocated by the Council which may reasonably be expected to be carried out.
- 5.2 Be an occasional "out of hours" contact for caretaking staff.

This job description is subject to review, at least annually or whenever necessary, in consultation with the post holder.

Last updated February 2025.