



## **JOB VACANCY**

### **Assistant Clerk – Streethay Parish Council, Lichfield (Staffordshire)**

#### **Overview**

Streethay Parish Council is seeking a motivated and organised Assistant Clerk to support the Clerk and Responsible Financial Officer (RFO) in their duties. This new role involves project delivery tasks, communications delivery and administrative support. The successful candidate will work 50 hours per month, predominantly from home.

Applications are welcomed in the form of a cover letter (no longer than two sides of A4) and CV setting out relevant knowledge and experience, and why the applicant is a good fit for the position, as detailed below.

#### **Job Description**

##### **Contract Duration**

Initial Term: Until 31st March 2025 (subject to review based on ongoing needs)

Working Hours: 50 hours per month

Probationary Period: 3 months

##### **Salary**

LC2: SCP 18 – 23 (presently £29,269 - £32,076 pro rata, pending local government pay review)

##### **Place of Work**

Home-based, with occasional meeting attendance in Lichfield, Staffordshire. Potential for ad-hoc travel further afield in the performance of duties.

##### **Reporting**

Line managed by the Clerk & RFO, who reports to the Full Council.

##### **Specific Responsibilities**

###### **1. Administration:**

- Perform administrative duties as requested by the Clerk.

## STREETHAY PARISH COUNCIL



- 2. Project Delivery:**
  - Focus on delivering projects as directed by the Clerk/RFO and the Full Council.
- 3. Meeting Support:**
  - Handle routine administration for assigned meetings, including agenda-setting and minute-taking.
- 4. Communications:**
  - Regularly update and administer the Parish website and Facebook page, promoting increased usage of these resources, as well as a
- 5. Publications:**
  - Prepare and update footpath leaflets.
  - Support the production of other publications.
  - Prepare biannual newsletters in conjunction with the Clerk.
- 6. Event Organisation:**
  - Assist in organising and attending the Annual Public Parish Meeting.
  - Assist in organising other community engagement and information events.
  - Prepare agendas and take minutes for these events.
- 7. Email Administration:**
  - Manage the Parish Council email account in the Clerk's absence.
  - Receive correspondence and documents.
  - Bring important matters to the attention of the Council and Clerk.
- 8. Public Interaction:**
  - Efficiently handle public queries as directed by the Clerk.
- 9. Clerk Cover:**
  - Occasionally cover the duties of the Clerk in their absence, including issuing notices, preparing agendas, attending meetings, and minute-taking.
- 10. Training:**
  - Attend training courses or seminars as required by the Council.
- 11. Other Duties:**
  - Act on own initiative to manage own workload to meet the above duties and perform additional duties as reasonably required by the Council.



## **Applications**

Applications are welcomed in the form of a cover letter (no longer than two sides of A4) and CV setting out relevant knowledge and experience, and why the applicant is a good fit for the position. Applications should be emailed to the Principal Officer (Clerk) & RFO: [clerk@streethayparishcouncil.gov.uk](mailto:clerk@streethayparishcouncil.gov.uk). The deadline for applications are Friday 26<sup>th</sup> July at 12:00 Noon.

Interviews are provisionally planned for the week commencing 5<sup>th</sup> August 2024.

For an informal discussion about the role, please contact Mr. Lewis Anderson, Clerk & RFO, at [clerk@streethayparishcouncil.gov.uk](mailto:clerk@streethayparishcouncil.gov.uk).