



DEPUTY CLERK PART TIME POST

Job Description

Lenham Parish Council is seeking a reliable individual to join our team for an initial fixed term contract of 12 months. We are looking for someone who will settle into the role quickly and help the Council achieve its goals for the community. The dynamic, varied and fast-paced nature of our sector calls for strong personal resilience, an ability to juggle a number of priorities at once and a good sense of humour!

The post of Deputy Clerk to the Parish Council will be a **Proper Officer of the Council** and as such is under a statutory duty to assist the Parish Clerk and Responsible Finance Officer (RFO) to carry out all functions and, in particular, to serve or issue the notifications required by law of a local authority's Proper Officer. They will provide a key role in the delivery of services today and support the future development of the Council.

Specific duties and responsibilities:

- To act as the Clerk in the Clerk's absence.
- Assist the Clerk and Responsible Finance Officer with fulfilling the Council's legal, financial, H&S, insurance, risk management responsibilities and to ensure that all statutory responsibilities are met.
- To liaise with voluntary groups, other local Councils and government departments/agencies to access support for residents when a need is identified.
- Assisting vulnerable people by referring them via ReferKent access to care, services and discussing local groups in an attempt to prevent social isolation. ([ReferKent - for organisations who support Kent residents - Kent County Council](#))
- To assist in running the parish office.
- To be prepared to be the first point of contact for in person, telephone and online enquiries and requests for service.
- Support clerk in maintaining the records for the Lenham Cemetery. They will also be responsible for dealing with such requests as are made to the parish council and for collecting due fees.
- To assist in management of the council asset register ensuring this is regularly reviewed and kept up to date using mapping software.
- Work in partnership with the neighbourhood/rural policing team.
- Being available to talk to local people at the parish office, offering them information and advice and assisting residents to navigate public services.
- Being a familiar face and trusted contact point for residents.
- To undertake any other reasonable tasks as directed by the Clerk or the Parish Council.

Requirements and skills

- Good verbal and written communication skills
- Awareness of safe working practices
- A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other packages used by the Council.
- Ability to communicate with other staff, Councillors and the general public in a pleasant and effective manner both orally and in writing.
- Ability to be self-motivated and work with minimum supervision.
- Ability to observe confidentiality and work effectively
- Experience of financial management and knowledge of accountancy software will be favourable.
- Self reliant
- Well-organized
- Be mobile and willing to travel around the parish
- To demonstrate a willingness to complete training as necessary

Hours

The position will be for 15-18 hours per week.

This role will be based primarily at the parish office as part of a small team. The Parish office is open from 10 am to 1 pm Tuesdays, Wednesdays and Thursdays. Office staff are expected to work a schedule of hours that support the office opening times, but exact working times are negotiable.

Attendance at evening meetings will be required throughout the year. Occasional Saturday, Sunday and working outside of core hours will be required as and when necessary to support parish events.

Salary

The post will be in line with the National Joint Council for Local Government Services (NJC) pay scales for the current year at SCP 13-17, depending on experience (£13.97 to £14.95 per hour).

Annual Holiday entitlement

The minimum paid annual leave entitlement is twenty-three days with a further three days after five years of continuous service. The entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement will be calculated.

The annual leave entitlement of employees leaving or joining an authority is proportionate to their completed service during the leave year.

All employees have an entitlement to two extra statutory days holiday, the timing of which shall be determined by the authority in consultation with the recognised Trade Unions with a view to reaching agreement or added to annual leave by local agreement.

Pension

LPC employees are eligible to join the NEST pension scheme.

LPC is an equal opportunity employer. All applicants will be considered for employment regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age or disability status. The one qualifying criteria is that candidates must be physically fit. However, we recognised that not all disabilities will be an impeding factor.