



# Winterbourne

## PARISH COUNCIL

### **ASSISTANT CLERK JOB DESCRIPTION**

#### **JOB PURPOSE**

- To carry out general administrative duties to include e-mails and invoicing.
- To assist the Clerk and deputise in her absence.
- To deal with room bookings and telephone queries.
- To deal with members of the public where necessary.
- To order stationery and cleaning products.
- To promote the facilities available at the Greenfield Centre in order to generate maximum use of the building.
- To update the parish web site and manage the Facebook account as required.

#### **MAIN DUTIES**

- To record planning applications on the Excel system.
- To prepare the planning agenda.
- To type the planning minutes from Clerk's notes.
- To record planning responses and send to South Gloucestershire Council Planning Department.
- To record room bookings in the diary and raise sales invoices.
- To produce a weekly schedule for the caretaker.
- To prepare rooms for customers if necessary.
- To attend Committee meetings and deputise for the Clerk in her absence.
- To produce the Parish Newsletter.
- To ensure staff and councillor training is undertaken and recorded.

#### **KNOWLEDGE AND EXPERIENCE**

- Post holder must be IT literate and have a good working knowledge of multiple web based applications.
- Be able to deal with members of the public both on the telephone and face to face in a confident manner.
- To be able to plan workload and work unsupervised.
- The Parish Council employs a cleaner; however, the post holder must be prepared to carry out their duties when required.
- On occasion the post holder may be required to work outside of normal working hours.
- All applicants must hold a full driving licence.

This is a part time position of 18 hours per week. Days and times to be agreed.