

## **ASH PARISH COUNCIL**

### **PART TIME ASSISTANT CLERK - JOB DESCRIPTION**

#### **Job Purpose**

To assist the Clerk of the Ash Parish Council with the efficient administration and organisation of the Council and its resources.

#### **Specific Responsibilities**

1. To prepare, in consultation with the Clerk or appropriate members, agendas and supporting papers or reports for meetings of the committees delegated to you.
2. To attend such meetings and prepare minutes for approval and undertake any actions arising from these meetings in consultation with the Clerk.
3. To handle telephone and correspondence from residents of Ash with specific reference to matters which need reporting to KCC Highways, DDC and other agencies as required, and the follow-up of the items reported.
4. To receive and deal with correspondence and documents on behalf of the Council or its Committees and bring such items to the attention of the Clerk.
5. To draw up proposals for consideration by the delegated Committees and advise on the practicality and likely effects of specific courses of action.
6. To issue correspondence as a result of the instructions of the Council or the Clerk.
7. To maintain efficient filing systems and records of correspondence and material in connection with the Council.
8. In the event of the absence of the Clerk to attend meetings and take minutes.
9. To issue notices and prepare publicity material to advertise and promote the meetings and activities of the Council; including the display of material on the two Parish Council noticeboards in Ash.
10. To administer the allotment tenants and waiting lists, including the annual invoicing of allotment rents.
11. To regularly update the Council's website and ensure information on Council activities is readily available as directed by the Clerk and the Council.
12. To attend training courses and seminars and study reports and other data to acquire the professional knowledge required for the efficient administration of the affairs of the Council.
13. To undertake any other duties compatible with the efficient administration and organisation of the Council as may be required by the Clerk or the Council.

#### **Specific Committees/Work areas**

Initially it is expected that the successful applicant will take responsibility for the following committees: -

- **Planning Committee** (One a month – evenings)
- **NDP Committee** (Meetings, usually monthly in the evening, as required)

Amendments or additions may be made to this list to take into account workload and Council priorities.