



JOB DESCRIPTION

CLERK TO ARNSIDE PARISH COUNCIL

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor the work of a designated other officer designated the Responsible Financial Officer.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and subcommittees.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council. To update the Council website.
7. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators

and specialists in particular fields and to produce reports for circulation and discussion by the Council.

8. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
9. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
13. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
14. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
15. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
17. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
18. To undertake any other duties required by the Council consistent with the level and scope of the post.
19. To administer the hiring out of the chapel to third parties.
20. To provide cover for the Cemetery Officer, as and when required.



PERSON SPECIFICATION

Designation: Clerk to Arnside Parish Council

<i>Competency</i>	Highly Desirable	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> • High level of literacy and numeracy • Completion or willingness to work towards the Certificate in Local Council Administration. 	<ul style="list-style-type: none"> • Administrative experience
Abilities: Practical and Intellectual skills	<ul style="list-style-type: none"> • Excellent people skills with the ability to communicate with everyone in the community, both verbally and in writing • Excellent organisational skills including meetings administration and paperwork • Someone who enjoys being part of the team but also works effectively on their own • A conscientious person with a 'can do' attitude 	<ul style="list-style-type: none"> • Previous experience as a parish clerk • Experience of dealing with the public • Experience of managing a small team • Experience of managing small projects
Circumstances	<ul style="list-style-type: none"> • Able to work 1 evening a month for Council meetings • Willingness to undertake training 	<input type="checkbox"/> Current driving licence