



*Little Downham  
Parish Council*

**APPOINTMENT OF  
CLERK TO THE COUNCIL  
AND RESPONSIBLE FINANCIAL OFFICER**

**RECRUITMENT INFORMATION PACK**








January 2021

## INTRODUCTION

Thank you for responding to the Parish Council's recent advertisement for this post.

We trust that you will find this Recruitment Information Pack, together with the Job Description and Person Specification enclosed, of assistance in deciding to apply.

The information is arranged as follows: -

-  Role of the Parish Clerk
-  Job advertisement
-  Job description
-  Person specification
-  Key terms and conditions of employment
-  Application and selection process.
-  Application Form (*pages 15 to 22*)

If you would like to apply, please complete the attached application form (CVs alone will not be acceptable) and submit it by email or post by **5.00pm on Wednesday, 6<sup>th</sup> January 2021** to the email / postal address at bottom of this page.

This Recruitment Information Pack will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post, please email or call Cllr Richard Maxey, Chairman of the Interview Panel.

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview, please let us know.

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Contact: Cllr Richard Maxey – Chairman of the Interview Panel  
Address: 44 Cannon Street, Little Downham, Ely, Cambs CB6 2SR  
Email: richardmaxeyldpc@gmail.com  
Telephone: 07770 953293

## **ROLE OF PARISH CLERK TO LITTLE DOWNHAM PARISH COUNCIL**

Why become a Parish Clerk?











Becoming a Parish Clerk is one of the most rewarding jobs in a local community - a competent Clerk underpins a good Council.

The role of Parish Clerk is to support the Council as a whole, ensure that it conducts its business properly and to provide independent, objective and professional advice and support.

Parish Councils are part of Local Government. In Cambridgeshire we currently have four tiers of Local Government; The Cambridgeshire & Peterborough Combined Authority Directly Elected Mayor, Cambridgeshire County Council, East Cambridgeshire District Council and Parish Councils.

### **What does the Clerk to the Council do?**

Main duties of the job can be summarised as follows:

-  Ensure that the Council conducts its business lawfully
-  Administer all the Council's paperwork
-  Ensure that meeting papers are properly prepared, issued to members and ensure the public is aware of meetings
-  Communicate the Council's decisions
-  Organise and manage the provision of the Council services
-  Organise and oversee the implementation of projects
-  Manage and lead the staff
-  Communicate and promote the Council services and facilities
-  Keep property registers and other legal documents
-  Keep up to date by undertaking required training/qualification.

The key duties and responsibilities to be undertaken are detailed in the Job Description included in this pack.

### **Skills and attributes needed**

Parish Clerks pride themselves in having a good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people.

The key attributes required are detailed in the person specification included in this Pack but underwriting these qualities is a sense of public duty - of wanting to help others in the community.

### **Information about Little Downham Parish Council**

Information about the Parish Council can be read in the enclosed Annual Report 2019/20 or viewed on the Parish website: [www.littledownham.net](http://www.littledownham.net).

**LITTLE DOWNHAM PARISH COUNCIL**  
**RECRUITMENT OF CLERK TO THE COUNCIL AND**  
**RESPONSIBLE FINANCIAL OFFICER**



*Little Downham*  
*Parish Council*

**Salary Scale: LC2 subject to experience and qualifications, plus Local Government Pension Scheme**

Little Downham Parish Council is seeking to appoint an innovative, forward thinking and proactive Parish Clerk to support the Council's operations. The Parish Clerk will have responsibility for ensuring that the instructions of the Council are carried out and will work actively with elected members to help develop existing services.

Where possible, environmentally, the Parish Council will consider innovative ideas and sustainable initiatives.

The Parish Clerk will be expected to have a significant role in maintaining the Parish Council's standards and aims. The post holder will be responsible for ensuring the Council is up to date with policies, training, privacy and data protection compliance.

Applicants must be able to demonstrate that they have relevant experience: a track record of service achievement and innovation, commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills.

Candidates should have a knowledge of local government law and procedures. A Certificate in Local Council Administration (CiLCA) qualification would be desirable. Alternatively, a suitably experienced candidate could undertake to gain this qualification while in post.

Attendance at evening meetings and events will be required.

Little Downham Parish Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

**Closing date for the receipt of applications:**

**5.00 pm on Wednesday 6<sup>th</sup> January 2021**

**Interviews will be held shortly after**

**LITTLE DOWNHAM PARISH COUNCIL**

**PARISH CLERK /RESPONSIBLE FINANCIAL OFFICER**

**JOB DESCRIPTION**



*Little Downham  
Parish Council*

**POST TITLE:** Clerk to Little Downham Parish Council

**GRADE:** Salary Scale within LC2  
(subject to experience and qualifications)

**PURPOSE OF JOB:** The post holder will be responsible to the Council and carry out the statutory and delegated functions of the Council.

The post holder will, when necessary, prepare for and administer meetings of the Council, sub committees and Lt Downham Book Café Committee, record decisions and implement these within a framework agreed by the Council and committees, ensuring they are lawful.

**ORGANISATIONAL RELATIONSHIPS:** The post holder will have line management responsibility for the Council's Handyman and Book Café Manager.

There will be regular contact with the Chairman, Members of the Council, staff and District and County Representatives.

**EXTERNAL RELATIONSHIPS:** The post holder will have regular contact with suppliers of the Council, local community groups, representatives and stakeholders, tenants of the Council and members of the general public.

**DUTIES AND RESPONSIBILITIES**

1. To carry out any statutory and delegated functions and undertake responsibility for the Office, Pavilion, Lt Downham Recreation Area and Pymoor Recreation Area, Local Nature Reserve and Community Orchard.
2. To provide advice and support to Members and Committees of the Council, to ensure that all decisions made by the Council are lawful and are undertaken in accordance with local government legislation.
3. To set the annual Council meetings calendar, along with the creation of agendas, minutes, policies and reports for Council meetings.

4. To communicate and promote meetings, activities and events of the Council with elected Members, partners, stakeholders and members of the general public.
5. To Line Manage the Council's Handyman and Little Downham Book Café Manager, ensuring safe and effective performance and arranging their annual appraisals with the Council Chairman, which will include an analysis of training and development needs.
6. To act as the Council's designated Press Officer, ensuring and maintaining effective relationships with the local press and media. To be responsible for the creation, and timely issue of press releases and statements with regards to Council business.
7. To manage and ensure that all promotional material relating to the business of the Council is updated and maintained in accordance with its policies.
8. To assist the Council with developing and implementing aims and projects and to support the activities and objectives of the Council.
9. To ensure the efficient running of the Council office, reviewing and monitoring systems, processes and procedures and updating where appropriate to ensure best practices are exercised and maintained.
10. To review, manage and maintain the Council's annual training programme and to ensure all staff members are up to date with necessary training and qualifications.
11. To assist with the creation of risk assessments and management of Council contracts where necessary.
12. To set and prepare the annual budget for the Council's consideration under the Responsible Financial Officer's responsibility.
13. To effectively manage the income and expenditure of budgets under the Responsible Financial Officer's responsibility.
14. To authorise and process payments when necessary, in accordance with the Council's Financial Regulations and Internal Financial Controls.
15. To receive correspondence and documents on behalf of the Council and where necessary, bring items to the attention of the Council.
16. To deal with residents of the parish on a variety of issues in person, by telephone, letter and/or email.
17. To attend training courses, conferences and seminars as required by the Council.
18. To actively foster and develop relationships with third party organisations of all types, other tiers of local government, neighbouring councils and the voluntary sector to enhance Little Downham parish as a positive place to live, work and visit.

19. To take responsibility for the proper care, maintenance and security of all council records, whether computerised or manual, to ensure compliance with requirements under General Data Protection Regulation (GDPR) and the Freedom of Information legislation.
20. To assist with and complete grant applications to secure external funding when necessary.
21. To manage Community Engagement projects such as consultations, surveys, public exhibitions, etc.
22. To manage the Parish Council's archives and ensure all paperwork and records are kept in line with the Council's Retention Policy.
23. To assist in any other matter relating to the business of the Council as may be determined from time to time.

The post holder will be required to undertake an annual appraisal in accordance with the Parish Council's aims and objectives.

This Job Description is not exhaustive and may be subject to review as the Council directs.

**LITTLE DOWNHAM PARISH COUNCIL**

**PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER**

**PERSON SPECIFICATION**



*Little Downham  
Parish Council*

|                          |  | Essential  | Desirable                           |
|--------------------------|--|--|-------------------------------------|
| <b>1. Experience</b>     | <ul style="list-style-type: none"> <li>• Working knowledge of Parish Councils or other committees</li> <li>• Relevant management experience</li> <li>• Providing advice and guidance on policy and strategic objectives</li> <li>• Financial management</li> <li>• Health and safety policies and practice</li> </ul>  | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>                            | <p>✓</p>                            |
| <b>2. Qualifications</b> | <ul style="list-style-type: none"> <li>• The Certificate in Local Council Administration (CiLCA), or agreement to undertake after the probation period</li> </ul>  | <p>✓</p>   |                                     |
| <b>3. Knowledge</b>      | <ul style="list-style-type: none"> <li>• Understanding of financial and staffing resources</li> <li>• Understanding of facilities and council assets</li> <li>• Understanding of local government issues</li> <li>• Understanding of staff development and performance management</li> <li>• Understanding of process of change management</li> <li>• Sound knowledge of administrative procedures</li> <li>• Understanding of events management</li> </ul>  | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>          | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| <b>4. Skills</b>         | <ul style="list-style-type: none"> <li>• Demonstrate a good command of the English language</li> <li>• Summarise and record debate accurately and concisely and produce accurate meeting minutes</li> <li>• Be able to prepare and present reports and information to others in a clear concise and understandable manner</li> <li>• Ability to speak clearly and effectively</li> <li>• Interpersonal skills, developing and maintaining positive working relationships with a wide variety of different groups and individuals</li> <li>• Ability to influence and motivate people</li> <li>• Leadership skills that inspire, motivate and develop enthusiasm in staff, councillors and other agencies</li> <li>• Sound judgement, including political acumen</li> <li>• Ability to positively develop partnership working</li> <li>• Ability to monitor performance</li> <li>• Project management skills</li> </ul> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |



|                              |  |  |  |
|------------------------------|--|--|--|
| <b>5. Organisation</b>       | <ul style="list-style-type: none"> <li>• Achieve strict deadlines</li> <li>• Prioritise workloads and set personal deadlines</li> <li>• Exercise judgement confidently</li> <li>• Plan and work efficiently under pressure</li> </ul>  | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>   |  |
| <b>6. Investigation</b>      | <ul style="list-style-type: none"> <li>• Undertake research effectively</li> <li>• Assimilate information clearly and quickly</li> <li>• Act with initiative and imagination when circumstances demand</li> <li>• Initiate debates on policy matters if required to do so</li> <li>• The ability to undertake risk assessments and perform all the other necessary functions on the Council's behalf under Health &amp; Safety legislation</li> </ul>  | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>  |  |
| <b>7. Representation</b>     | <ul style="list-style-type: none"> <li>• Represent the Parish Council in many and various ways, including legal, liaison and socially</li> <li>• Exercise tact, diplomacy and discretion</li> <li>• Deal confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies</li> <li>• Be politically impartial, operate with consistency and integrity</li> </ul>   | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>   |  |
| <b>8. Personal Qualities</b> | <ul style="list-style-type: none"> <li>• Proactive and assertive</li> <li>• Personal presence, commensurate with the role</li> <li>• Innovative</li> <li>• Sensitive to others</li> <li>• Diplomatic</li> <li>• Self-motivated</li> <li>• Self-reliant</li> <li>• Ability to build teams/relationships</li> <li>• Committed to equal opportunities</li> <li>• Be adaptable and able to respond to changing demands/circumstances</li> <li>• Meet new challenges imaginatively</li> <li>• Be willing to work some unsocial hours (evening meetings, weekend events etc)</li> <li>• The possession of a valid driving licence and the ability to use the applicant's own vehicle in connection with their employment, for which reimbursement @ 45p per mile will be made</li> <li>• Willingness to travel and attend: conferences, external events, meetings and training events etc.</li> <li>• Professional commitment to public service delivery and outcomes for residents</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul> |

|  |  |   |                              |
|--|--|---|------------------------------|
| <b>9. Team Member</b>                          | <ul style="list-style-type: none"> <li>• Work effectively in a team environment whilst demonstrating leadership</li> <li>• Encourage a team effort capable of contributing to the aims and objectives of the Council</li> <li>• Manage staff members and deal effectively with all personnel matters</li> <li>• Establish and maintain a good working relationship with colleagues</li> </ul>  |   | ✓<br><br>✓<br><br>✓<br><br>✓ |
| <b>10. Local Government Law and Procedures</b> | <p>The candidate must have:</p> <ul style="list-style-type: none"> <li>• A full working knowledge of Local Government financial matters</li> <li>• Experience in budget preparation and control</li> <li>• Experience in establishing and maintaining a satisfactory Internal Audit</li> <li>• The ability to guide the Council through a comprehensive assessment of its risks (other than Health &amp; Safety) and to monitor such risks.</li> <li>• A working knowledge of current IT and computer systems (such as Microsoft Word, Access, Excel and Scribe Accounting (training can be provided))</li> <li>• Possess a sound background and working knowledge of local government law, procedures, functions and structures</li> <li>• Be appropriately qualified</li> <li>• Be experienced in the application of best value principles and actions</li> <li>• Be able to advise the Chairman and Council on matters of protocol and etiquette relating to civic and other occasions</li> <li>• Have experience of Public Relations activities (both external and internal) and the ability to prepare and issue effectively press releases and briefings.</li> </ul> | ✓<br><br>✓<br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓ |                              |

## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

### **General**

The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.

### **Salary**

The salary is in the range of Salary Scale LC2 subject to experience and qualifications.

### **Working Week**

The normal part-time working week is 28 hours per week from Monday to Friday inclusive, of which a minimum of 3 hours per day must be advertised on the Parish Council website and notice board as regular core hours. Remaining hours can be worked either side of core hours and for attendance at Council and Book Café Committee evening meetings.

A review of hours or a negotiation of study/training time could be considered after the probation period. Flexible Working is in operation. Overtime could be available.

### **Annual Leave**

22 working days pro rata (increasing by 3 days after 5 year's continuous local government service) plus 8 days bank and public holidays. This would be listed in the contract of employment.

### **Pension**

You will automatically be enrolled as a member of the Local Government Pension Scheme, unless you choose to opt out. The employee contribution rate for the LGPS is reviewed and set periodically by the Scheme Advisory Board and is based on salary banding. You will be advised of your contribution rate when your rate of pay has been confirmed.

### **Probation**

6-months probationary period.

### **Code of Conduct and Staff Handbook**

Little Downham Parish Council abides by the Code of Conduct, in accordance with the policies outlined in the Council's Staff Handbook. A copy of the Staff Handbook is made available to every member of staff.

### **Pay Method**

Salary is paid on the 23<sup>rd</sup> day of the month, directly by credit transfer to a bank or building society.

**Salary Review**

The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations, which are usually effective from 1<sup>st</sup> April.

**Work Location**

The usual place of work will be [Clerk's home address].

The usual place of work for meetings is Little Downham Parish or held remotely.

**Expenses**

Car mileage will be paid @ 45p per mile as set or amended by HMRC

**Other Terms**

All staff are required to operate within the Council's code of practice on confidentiality.

**Notice Period**

After completion of the six months probationary period, you are obliged to give to the Council one month's notice in writing to terminate your employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice that you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years, when thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.

## **APPLICATION AND SELECTION PROCESS**

### **Application Procedure**

You should complete the Parish Council's Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process.

Please note you will be required to show documentary proof of any qualifications you may claim to hold if you are offered an interview.

**Completed application forms should be received before 5.00 pm on Wednesday 6<sup>th</sup> January 2021 via email to: [richardmaxeyldpc@gmail.com](mailto:richardmaxeyldpc@gmail.com)**

**or via post to:**

Cllr Richard Maxey – Chairman of the Interview Panel  
44 Cannon Street  
Little Downham  
Ely  
Cambs  
CB6 2SR

**Please head your email / post**

**"Confidential - Application for the post of Parish Clerk".**

### **Selection Process**

The Council's Interview Panel will prepare a short list of candidates soon after the closing date.

The interview will be structured to assess your competence and suitability for the post.

Interviews for shortlisted candidates will be held shortly after.

### **Personal References**

References will be requested subject to you being offered and accepting the post.

## **Proof of Eligibility to Reside and Work in UK**

In accordance with its legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

## **Reference and Legal Checks**

Any relevant legal or reference checks for this job will be carried out, as required.

## **Canvassing**

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

## **Equal Opportunities**

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

## **Equality Positive Action (where applicable)**

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

- the candidate has a protected characteristic that is underrepresented in the workforce;
- people with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

## **Further Information**

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

If you have any questions, please do not hesitate to contact the Cllr Maxey as set out on page 2.

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**This Recruitment Pack has been prepared on behalf of and agreed with Little Downham Parish Council but does not form part of any future contract of employment.**