

## Appointment of Clerk to Little Thetford Parish Council

Little Thetford is a small parish with a growing population of approximately 900. The parish council consists of seven councillors.



We are looking to recruit our Parish Clerk and we believe the essential person we appoint:

- holds, is working towards or willing to work towards the CiLCA qualification
- self-confident in managing their relationships with people at all levels
- able to work independently and effectively
- able to manage a diverse and at times complex range of work
- able to attend evening meetings of the council once a month.

Due to the nature of the work we expect the person we appoint to work flexibly for 40 hours per month with a salary based on Spinal Column Point 13 – 17 (£11.45-£12.39 per hour). The breakdown of the hours per week will be agreed upon appointment. Since we do not have a parish office, the successful candidate will be expected to work from home for much of the allotted time.

The Clerk will be responsible for ensuring the instructions of the Council are carried out, with a sound knowledge of local government law and procedures.

The members of Little Thetford Parish Council believe that to be successful in this role the Clerk will need to build relationships at all levels and also demonstrate strong organisational, time management, administrative and IT skills.

A full job description and Person Specification is available from the Locum Clerk, Libby White. Any questions about the role should be addressed to her email [parish.clerk@littlethetford.org.uk](mailto:parish.clerk@littlethetford.org.uk)

Applications will only be accepted on the Application Form provided, and sent by email to [parish.clerk@littlethetford.org.uk](mailto:parish.clerk@littlethetford.org.uk) or by post to Libby White, c/o 24 High Street, Longstanton, CB24 3BS by 12noon on 18<sup>th</sup> March 2020.

It is anticipated that interviews for this position will be held at Little Thetford Village Hall on 30<sup>th</sup> March 2020.

## Job Title: Clerk to the Little Thetford Parish Council

### Role Description

**The Clerk to the Parish Council is a legally defined role and is accountable for the overall administration of the Parish Council.**

Their primary responsibilities includes:

1. Implementing the decisions of the Parish Council;
2. Providing advice when appropriate specialist advice is obtained or required;
3. Contributing to development of plans and setting of objectives or priorities for the Parish Council;
4. Ensuring the Parish Council comply with its legal obligations and responsibilities;
5. Allocation and management of Parish Council resources;
6. Managing information and communications on behalf of the Council;
7. Maintaining the Parish Council website;
8. Acting as the Responsible Financial Officer ensuring the effective administration of the Parish Council's finances.

This role is responsible and accountable for:

1. Ensuring statutory and other provisions governing or affecting the running of the Parish Council are observed;
2. Monitoring and balancing the Parish Council's accounts and prepare records for audit purposes and VAT;
3. Preparing, in consultation with appropriate members, agendas for meetings of the Parish Council and Committees. To attend such meetings and prepare minutes for approval;
4. Managing contractors engaged by the Parish Council. This includes ensuring appropriate record recording, systems and procedures, which meet good practice standards;
5. Receive all correspondence and documents and when appropriate or instructed by the Parish Council deal with the correspondence or documents or bring such items to the attention of the Parish Council for review or decision;
6. Review reports and information relating to the activities of the Parish Council and where necessary consult with specialist or advisors and produce reports for consideration and decision by the Parish Council;
7. Ensure that the Parish Council meets its statutory duties in all aspects of its activities as a provider of services to its community and as employer;
8. Receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met in a timely fashion. To issue invoices on behalf of the Parish Council for goods and services and to ensure payment is received;
9. Ensure that the Parish Council's banking services are appropriate and are efficient;
10. Records concerning services, activities and its employees are properly maintained and are stored so the Parish Council complies with good practice standards;
11. Ensure that all policies and procedures remain relevant and are kept up to date;
12. In consultation with members of the Parish Council prepare an annual operational/performance plan prior to the beginning of each Council year. The plan should identify 'key' activities, issues or priorities which will need to be addressed;
13. A list of policies and procedures is prepared and a plan for review and updating is agreed and implemented annually;
14. Attend local events or other meetings, as required, as the representative of the Parish Council;

15. Prepare, in consultation with the Chair, social media and press releases about the activities of, or decisions of, the Parish Council;
16. Act at all times in accordance with good health and safety practice without exposing either themselves, colleagues and others to risk or hazards;
17. Undertake any other work that is commensurate with the salary or grading of this job role.

## Clerk of the Little Thetford Parish Council

### Person Specification

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of general education to Level 2 English, Maths and IT (or equivalent)</li> </ul>	✓		Application form
	<ul style="list-style-type: none"> <li>• Is qualified as a Parish Clerk or is actively training towards a formal qualification</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>• Qualified to drive with a clean driving licence</li> </ul>	✓		Application Form & ID
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience as an administrator in supporting an organisation with a diverse range of activities in local government.</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>• Experienced in administering accounts including budget preparation, management and reporting.</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>• Has managed individuals or teams of people</li> </ul>	✓	✓	Application Form / Interview
	<ul style="list-style-type: none"> <li>• Experience of working with representatives who are either elected or volunteers</li> </ul>		✓	Application Form
	<ul style="list-style-type: none"> <li>• Has worked with or for public sector organisations</li> </ul>		✓	Application Form
	<ul style="list-style-type: none"> <li>• Has experience in procuring and managing services provided by suppliers or third parties</li> </ul>	✓		Application Form / Interview
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrates good verbal and written communication and numerical reasoning skills.</li> </ul>	✓		Interview

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
<b>Knowledge and Skills (cont.)</b>	<ul style="list-style-type: none"> <li>Has a good understanding of MS365, Word and Excel and other related software.</li> </ul>	✓		Interview
	<ul style="list-style-type: none"> <li>Demonstrates a good understanding of office technology for managing the Council and its activities.</li> </ul>	✓		Interview
	<ul style="list-style-type: none"> <li>Knows how to use social media and is able to manage and develop our website.</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Demonstrates good leadership and management skills</li> </ul>	✓		Interview
	<ul style="list-style-type: none"> <li>Knows and understands how to plan meetings, set agendas, take minutes</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Has an understanding of Local Government Administration</li> </ul>		✓	Application Form / Interview
	<ul style="list-style-type: none"> <li>Has good communication skills</li> </ul>	✓		Interview
	<ul style="list-style-type: none"> <li>Is reasonably assertive</li> </ul>	✓		Interview
	<ul style="list-style-type: none"> <li>Has a positive outlook</li> </ul>	✓		Interview
	<ul style="list-style-type: none"> <li>Is self-confident</li> </ul>	✓		Interview
	<ul style="list-style-type: none"> <li>Has an interest in local issues</li> </ul>		✓	Application Form / Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>Is available for 10 hours a week</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Is able to work evenings</li> </ul>	✓		Interview
	<ul style="list-style-type: none"> <li>Has personal transport</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Is able to work from home</li> </ul>	✓		Application Form /Interview

# Little Thetford Parish Council



## *Application Form*

Please return this completed form to the address provided upon your expression of interest in the role.

Application for the post of	
Closing date	
How did you hear about this job?	

## Personal Details

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Preferred Title (e.g. Mr, Mrs, Miss, etc.)	
Current Address including postcode	
National Insurance Number	
Daytime Contact Number	
Email Address	

Current Employer (or most recent)

Name of Employer			
Address of Employer			
Job Title			
Start Date		Date left or notice required	
Salary		If part-time, please provide the number of hours per week	
Please give details of your main duties, responsibilities and if applicable, your reason for leaving			
Please explain why you are applying for this post at this time			

## Employment History

Please use this space to provide as much relevant information as possible. The role may mean that you have contact with children and adults at risk. Please provide your full employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent as a volunteer.

Name and Address of Employer	Dates from/to (MM/YY)	Job Role	Final Salary and Reason for Leaving



### Academic, Professional and Vocational Qualifications

Exams Passed (Level), Qualifications and Memberships (most recent first)	Grade and Date Achieved	Name of Educational Establishment and/or Professional or Awarding Body

### Training/Continuing Professional Development

Please give details of relevant training/development activities you have undertaken		
Training Course and Organiser or Development Activity	Time Spent	Outcome – Grade Achieved (where applicable)

## Personal Statement

Please continue on a separate sheet if needed.

Referring to the person specification, provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples. We recommend you use the different headings on the person specification as a starting point.

Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

## Supplementary Information

Transport: Do you hold a current driving licence?	Yes/No
Are you willing and able to travel to meet the requirements of the post?	Yes/No
Please provide any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel.	
We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability?	Yes/No
If 'yes' and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes/No
Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'.	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent'.	

## References and Declarations

Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or senior manager representing your current or most recent employer. We will not accept references from colleagues, relations or people who know you solely as a friend. If you do not wish your current employer to be contacted prior to interview, please indicate below.

Name of First Referee (not to be contacted prior to interview <input type="checkbox"/> )	
Job Title of Referee	
Name of Organisation	
Address including postcode	
Email address	
Daytime telephone number	
Working Relationship to you	
Dates of your Employment	From: _____ To: _____

Name of Second Referee	
Job Title of Referee	
Name of Organisation	
Address including postcode	
Email address	
Daytime telephone number	
Working Relationship to you	
Dates of your Employment	From: _____ To: _____

## Declaration

- I confirm that I am eligible and entitled to live and work in the United Kingdom
- I am willing for this data to be held and processed by Little Thetford Parish Council and to be verified with relevant third parties. This may include previous employers.
- The information on this application form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, if appropriate, referral to the police.

Signed:

Date:

This information will be treated with the strictest confidence and held separately from your application. Its purpose is to monitor our equal opportunities policy and will not be used as part of the recruitment process.

Please tick the appropriate boxes.

Name	
Position applied for	
Gender: Prefer not to say Female Male	
Ethnicity: Prefer not to say White Mixed Asian or Asian British Black or Black British Other	
<p>Do you have a disability?</p> <p><input type="radio"/> Prefer not to say</p> <p><input type="radio"/> Yes, I am aware I have a disability</p> <p><input type="radio"/> No, I don't have a disability</p> <p><input type="radio"/> As far as I am aware, I don't have a disability</p> <p>You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.' For these purposes, 'long term' is taken to mean the condition is likely to last longer than 12 months or likely to recur.</p>	

### Data protection statement

Data Controller name: *Little Thetford Parish Council*

Little Thetford Parish Council uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which will have been sent to you with the application form.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting the Parish Clerk by email at [parish.clerk@littlethetford.org.uk](mailto:parish.clerk@littlethetford.org.uk).