



KINGSTHORPE PARISH COUNCIL

www.kingsthorpe-pc.gov.uk | 01604 979460 | clerk@kingsthorpe-pc.gov.uk

Job Title: Deputy Clerk

Salary: Salary range is NJC Scales 5 (£21,575) to 15 (£25,878) (pro-rata)

Location: This post is part home based and part attendance at meetings, Council events etc

Reports to: Clerk/Responsible Financial Officer (RFO)

Liaises with: Clerk, RFO, KPC Councillors, West Northamptonshire Councillors and officers, members of the public, Kingsthorpe Library officers, other organisations, contractors and suppliers. and Kingsthorpe Library officers

Hours: The post is 18.5 hours per week, but there is a need to work flexible hours - such as regular evening work, for meetings, and some weekend work - in order to meet the needs of the Council, the times of work will be agreed, according to the individual

Job Description

The Deputy Clerk will be an Officer of the Council and in the absence of the Clerk/RFO 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 Deputy Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out.

1. To assist, support and deputise for the Clerk in the execution of the Council's decisions and implementation of Council policy
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed
3. To have responsibility for, and prepare, agendas, in consultation with the Chair of Committees; attend, take minutes, and manage all tasks and actions of the Planning, Climate Change and Community Plan Committee meetings
4. To support the RFO in the monitoring and balancing of the Council's accounts and help prepare records for audit purposes and VAT as directed by the RFO
5. To act as the officer responsible for incoming queries and reports
6. To assist the Clerk to the Council with the maintenance and administration of Office services e.g., filing, word processing, record keeping
7. To undertake correspondence and research, and to produce information, data and reports, where required by the Clerk or the Council
8. To be responsible for the production and delivery of the Parish Newsletter in consultation with the Clerk
9. To work in support of the Clerk to deliver a comprehensive communication process including maintaining and enhancing the website, posting on social media, ensuring that it acts proactively to deliver regular messages to the community about the activities of the Council
10. To ensure that the Council's obligations for Risk Assessments, Health & Safety, Asset Inventory and GDPR are properly met
11. When required, to act as a representative of the Council at West Northamptonshire Council, conferences, meetings and other professional bodies
12. To participate as required on activities arising from the day-to-day operation of the Council including provision of advice, dealing with Council members and members of the public in person, by telephone and online
13. To participate as required in Kingsthorpe Library
14. To assist the Clerk and the Events Working Group with the organisation and administration of events, including Floral and Christmas displays
15. To carry out other duties commensurate with the post, as identified by the Clerk
16. To attend training courses relevant to the work and as required by the Council

PERSON SPECIFICATION

Skills, knowledge, and experience

Essential:

- Excellent interpersonal skills (verbal and written communication)
- Minimum of 5 GCSE grades A-C (or equivalent) including English & Maths
- Competent use of Microsoft Outlook, Word, Excel, Power Point, Zoom, Social Media
- Experience of working with the public

Ability to support the Council's commitment to equal opportunity at all times

Not essential, but an advantage:

- Knowledge of the Kingsthorpe area
- Experience of Local Government
- Experience with updating websites, Complexity and Creativity
- Ability to respond to a wide variety of enquiries in a courteous and helpful manner
- Ability to plan and schedule work and manage small projects
- Ability to work to deadlines involving changing problems, circumstances, or demand
- Ability to be proactive, organise and plan own workload
- Ability to think creatively to find solutions to complex problems