**TANGMERE PARISH COUNCIL**

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**Recruitment of**

**Parish Clerk and Responsible Financial Officer**

**Application Pack**

If you would like an informal chat about this vacancy, then either Louise Steele (current Parish Clerk) or Andrew Irwin (Council Chairman) would be happy to talk to you and answer any queries you may have. Louise or Andrew may be contacted using the details given below.

Louise Steele E: clerk@tangmere-pc.gov.uk T: 07808 649597

Andrew Irwin E: cllrairwin@tangmere-pc.gov.uk T: 01243 776823

Application is strictly via application form which is available from the Parish Council website or from the Parish Clerk at clerk@tangmere-pc.gov.uk Please do not enclose a CV. Completed applications should be sent to the Steve Milton at the Local Government Resource Centre steve.milton@lgrc.uk who is assisting the Council with the recruitment process.

**Tangmere Parish Council
Parish Clerk and Responsible Financial Officer**

**SCP 24 – 32 £14,189 - £17,690**(£28,672 - £36,371 *pro rata*)

**Are you committed to serving the community?
Are you a good communicator and a careful manager?
Would you consider joining Tangmere Parish Council as its new Clerk?**

We’re looking for a dynamic and innovative individual to lead the Council into the future. The successful candidate will need to build a wide range of positive relationships with Councillors, staff, residents, and other organisations. You will also manage the Council’s Administrator and take overall responsibility for all the Parish Council’s administrative functions.

The Council provides a range of quality services including a community centre, recreation field, open spaces, and allotments.

Parish Clerks come from a range of backgrounds, but they share an enthusiasm for serving the community. If you come from outside the sector then full support, training and mentoring will be given.

**The salary for this post starts at £14,189 for 18 hours per week which will include regular evening working.**

If you would like to find out, please call or email the Parish Clerk Louise Steele on 07808 649597 or clerk@tangmere-pc.gov.uk. A recruitment pack and application form (required for all applicants) can be obtained from the Parish Council’s website ([www.tangmere-pc.gov.uk](http://www.tangmere-pc.gov.uk)) or on request from Louise using the details above.

**Closing date for applications is 30th September and interviews will be held on 11th October.**

**Tangmere**

Tangmere Civil Parish consists of the village of Tangmere and the hamlet of Easthampnett in West Sussex. The parish is located three miles to the east of Chichester and has a population of around 3,000 (2,625 at the 2011 Census).

Tangmere Parish Council was formed in 1966 and is made up of ten members. The Parish has approximately 2,200 registered electors. Parish Council elections take place every four years, and the last election took place, uncontested, in May 2019 at which time nine councillors were elected; a tenth vacancy was filled by co-option the same month. Following resignations in June 2021 and January 2022 the Council currently has two vacancies which are available to be filled by co-option. The next Parish Council elections are due to be held in May 2023.

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The Parish Council owns and manages the Village Centre (community centre) and the Recreation Field including the playgrounds and skate park. The Parish Council also owns and/or manages (by itself or in partnership with others) the village allotments, the Battle of Britain Memorial woodland, the community garden, and various other areas of the public realm (verges, trees, benches, and small areas of open space which would otherwise be neglected). The Council exists to serve the community from which it is elected. It also exists to act as advocate for the community and can influence decisions that affect residents. The Parish Council is involved with providing input into planning, environmental, transport and other issues which directly affect the parish.

The full Parish Council meets every two months and its three committees, Environment, Village Centre, and Finance, also meet on a two monthly cycle. Committee meetings are held on Tuesday evenings and Full Council meetings on Thursday evenings.

For 2022/23 the Parish Council’s precept is £93,240 with an additional £35k of lettings income anticipated in the budget. The council has two members of staff, the Clerk (this post) and the Parish Administrator (25 hours a week); the Administrator handles bookings of the community centre and sports pitches and all day-to-day financial transactions, reconciling all bank accounts monthly.

In the years before the twentieth century the community was a rural one until the RAF decided the area was ideal for an airfield and within a decade it was totally transformed. In the second world war RAF Tangmere made a vital contribution to the Battle of Britain, the “D Day” invasion of Normandy and the “cloak and dagger” activities of the Special Operations Executive. The RAF left in 1970 and the past fifty years have seen Tangmere’s rapid development into an attractive residential village. The village is also home to the Tangmere Military Aviation Museum. There is economic activity too, there’s a growing business park and much of the old airfield is occupied by the UK’s largest dedicated pepper nursery, supplying sweet bell peppers to the country’s retailers and fresh produce markets.

As the village is one of Chichester District Council’s strategic development locations over the next couple of decades the village will double in size with the construction of an addition 1,300 homes. The Parish Council has a key role in shaping the strategic development through its Neighbourhood Plan (made 2016) and involvement in the master planning and planning processes. The Parish Council has access to significant developer contributions (S106 and CIL) to fund capital projects yet to be developed.

The Parish Council website can be found at: [www.tangmere-pc.gov.uk](http://www.tangmere-pc.gov.uk)

**The Post**

The vacancy is for Clerk/Responsible Financial Officer with duties according to the job description below. This is a permanent post, but confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of six months. The Scheme of Conditions of Service of the National Joint Council for Local Government Services (The “Green Book”) will apply to the employment (except as amended by contract – if you need further information on this point please ask).

The usual place of work will be the Village Centre, Malcolm Road, Tangmere PO20 2HS

The salary is as advertised – the starting salary is dependent upon qualifications and experience; normal advancement on the scale is by annual increment (subject to satisfactory performance) but no candidate will achieve the top increment of the scale without the Certificate of Local Council Administration (CiLCA); an individual who achieves CiLCA while in post will be advanced one increment in recognition of that achievement.

Full support will be given with CiLCA training and all associated course/membership fees will be paid. More information may be found here <https://www.slcc.co.uk/qualification/cilca/>

Salary will be paid monthly by direct transfer on the 28th of each month.

Hours of work will be 18 hours per week normally to be worked on weekdays and including some evening working for Council/Committee meetings. The Parish Council is well disposed to these hours being worked flexibly and the extent of flexible working can be the subject of negotiation if an offer of employment is made.

Annual leave will be 22 days a year rising to 25 days after five years’ service *pro rata* (how the leave will be apportioned depends upon how the 18 hours are to be worked).

The Council is a member of the Local Government Pension Scheme (LGPS). For this employment the LGPS is administered by West Sussex County Council. You will be auto enrolled into the scheme and your employee contributions (5.8% of gross salary) will be made by deduction from salary. The LGPS is a defined benefit scheme, and more information may be found here [www.lgpsmember.org](http://www.lgpsmember.org/)

**Recruitment Process**

The recruitment of the new Clerk will take place in September and early October 2022.

The recruitment timetable is as follows:

* 30th September Closing date for applications
* 4thth October Shortlisting
* 11th October Interviews
* 12th October Successful candidate will be notified, and references taken

**Applications must be made on the Parish Council’s application form. A version of that application form is included with this pack. If you would like an editable Word version of the application form, please download it from the Council’s website or request it from the Parish Clerk.** **Please do not submit a CV.**

Completed applications should be sent to **steve.milton@lgrc.uk**by Midnight 30th September.

Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

Shortlisting will take place on 4th October and shortlisted candidates will be informed by 6th October. Please keep the interview date - 11th October - free in your diary.

Details of the interview process will be provided to shortlisted candidates in advance of the day.

**Tangmere Parish Council
Parish Clerk and Responsible Financial Officer**

**Job Description**

**Overall Responsibilities**

The Clerk to the Council/Parish Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and 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 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. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

**Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
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 sub-committees.
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.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To ensure that invoices on behalf of the Council for goods and services are issued and to ensure payment is received.
8. 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.
9. To draw up both on their 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.
10. To supervise any other members of staff (currently one post – the Parish Administrator) 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.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. 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.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by 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.

**Tangmere Parish Council
Parish Clerk and Responsible Financial Officer**

**Person Specification**

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| **Key Criteria** | **Essential** | **Desirable** |
| **Education and Qualifications** | High level of numeracy and literacy.Holds or willing to obtain the Certificate in Local Council Administration (CiLCA) within 18-24 months of appointment.  | Other relevant, recognised professional qualifications (for example in administration, finance, health & safety). |
| **General attributes** | Self-starter, ability to take the initiative, juggle multiple tasks, balance priorities and work to deadlines.Ability to work efficiently and effectively both independently and as part of a teamWilling to work some evenings Desire to make a positive difference to the local community.Experience of financial management including budget setting and budget monitoringExperience of managing and developing a small staff team.Ability to analyse and communicate complex data, write clear and accurate reports and correspondenceAbility to manage land, buildings, and resourcesAbility to manage projects; delivering results to an agreed timescale and within budgetProficient user of Microsoft Word and ExcelComfortable using Zoom software or similarProactive and confident in the use of other IT solutions (e.g., file sharing), website management and a range of social mediaAbility to research and identify relevant information and act on it in a timely way.Ability to build effective working relationships with Council members, staff, and a range of stakeholdersAbility to work effectively alone with minimal supervision |  |
| **Local Government****Experience** | Ability to work to meet the needs of the Parish Council and the community it serves whilst working within the rules and regulation of local government | A working knowledge and understanding of local government structure and practices. Knowledge of planning regulations and procedures, including Local and Neighbourhood Plans. |
| **Communication Skills** | Excellent interpersonal skills - a pleasant and helpful manner is essential when dealing with enquiries from the public.Good command of spoken and written English and excellent all round communication skillsGood report-writing and data presentation skills, in particular preparing official correspondence and presenting the views of the Parish Council in writing.Ability to review and digest reports and consultations from government bodies and other organisations |  |
| **Meetings Skills** | Ability to convene meetings and set agendasAbility to take minutes and write clear, succinct reports | Experience of Committee administration and local council rules and regulations. |
| **Financial Skills** | Ability to prepare simple final accounts budgets and financial forecasts | Working knowledge of the principles of double- entry booking keepingFamiliarity with Accounting Software such as Rialtas Omega. Knowledge of VAT returns |
| **IT Experience** | Proficient user of Microsoft Office: Word & ExcelComfortable using Zoom software or similar | Proficient user of Microsoft PowerPointAble to use WordPress and update the Council website |
| **Other requirements** | Willingness to work evenings when Council or committees meet.Willingness to undertake training and take responsibility for own professional development. |  |

**Tangmere Parish Council**

 **Application for Employment:
Clerk and Responsible Financial Officer**

**Guidance Notes for Job Applicants**Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space. **If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.**

# Information in Support of your ApplicationThis is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue a separate sheet.

This post may necessitate occasional travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

# References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer if you are in employment. References will be taken up if you are the successful candidate following the interviews.

**Application Form Private and Confidential**

*Please complete ALL sections in type or black ink and use only
 A4 size paper as continuation sheets as required.*

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| **Job Details** |
| Post applied for: |  |
| Where did you see the post advertised? | (This will help us with advertising future posts) |
| **Personal Details** |
| Surname: | Forename(s): |
| Preferred title (e.g., Mr/Mrs/Miss/Ms/Dr/Other): |
| Address:Post Code: |
| **Telephone numbers**Home: | Mobile:Work: |
| Personal email:(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate) |
| **Immigration, Asylum and Nationality Act 2006** |
| **It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.** |
| Do you require a work permit to work in the UK? If yes, please provide details: | Yes/No |

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| **Relationship to any Council member/employee** |
| To your knowledge, are you related to any member or employee of the council?If yes, please provide details:***Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.*** | Yes/No |
| **Present or Most Recent Employment** |
| **Name of Employer:****Address of Employer:****Post Code:** |
| **Job Title:** | **Dates employed:** |
| **Current or final salary:** | **Period of notice required:** |
| *Please give a brief outline of your main responsibilities:* |
| **Previous Employment***Please list all previous employment in chronological order (most recent first)* |
| Dates from and to | Name & Address of Employer | Job Title and outline of main responsibilities | Reason for leaving |
|  |  |  |  |
| **Education & Qualifications**Please give details of all educational qualifications obtained and those currently being pursued |
| Name of School, College, University, etc | Dates attended from and to | Subjects studied / qualifications worked towards | Grades and year obtained |
|  |  |  |  |
| **Training***This includes trade/professional training, government training schemes,**apprenticeships, short courses, and secondments* |
| Course Title | Organisation | Dates |
|  |  |  |
| **Membership of Professional Institutes** |
| Institute | Level of Membership | Year of Award |
|  |  |  |
| **Other Experience***Details should be given for any period not accounted for by full-time employment, education**and training, e.g., unemployment or voluntary work* |
| Experience | From/To |
|  |  |
| **Information in Support of Your Application**If further space is needed, please continue on a separate A4 sheet |
|  |
| **References** |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Job Title: | Job Title: |
| Name of Organisation: | Name of Organisation: |
| Address:Post Code: | Address:Post Code: |
| Tel No: | Tel No: |
| Email Address: | Email Address: |
| How long have you known this person and in what capacity? | How long have you known this person and in what capacity? |
| **Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.** |
| **Rehabilitation of Offenders Act 1974** |
| Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.  |
| **Additional Information** |
| Do you hold a current driving licence? Yes/NoIf YES, please state the type of licence you hold: | Are you a car owner? Yes/No If NO, do you have access to a car? Yes/No |
| Do you have any current endorsements? **Yes/No**If YES, please specify: |
| **Declaration** |
| I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.**Data Protection**:If I accept employment with Tangmere Parish Council, I consent to my personal information being held by them for the administration of my Contract of Employment.Signed: Date:Name:*If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file:* **Yes/No** |

## **END OF APPLICATION FORM**

**Tangmere Parish Council**

**GDPR Privacy Notice for all Job Applicants**

**Introduction**

As part of any recruitment process, Tangmere Parish Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

**What information does the organisation collect?**

The organisation collects a range of information about you. This includes:

* your name, address, and contact details, including email address and telephone number.
* details of your qualifications, skills, experience, and employment history.
* information about your current level of remuneration.
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering a contract with you. It also needs to process your data to enter a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Tangmere Parish Council relies on legitimate interests as a reason for processing data and has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

**How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request.
* require the organisation to change incorrect or incomplete data.
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
* ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

**TANGMERE PARISH COUNCIL**

**Print Advertisements for Parish Clerk**

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| **A picture containing text, clipart  Description automatically generated****Tangmere Parish Council****Parish Clerk****£14,189 - £17,690** **Part-time18 hours per week** |
| We’re looking for a dynamic and innovative individual to lead the Council into the future. The successful candidate will take overall responsibility for all the Parish Council’s administrative functions.Part-time, permanent contract with flexible working, generous holidays and attractive local government pensionClosing date: Sunday 30 SeptemberInterviews 11th October |
| For application form and information pack[www.tangmere-pc.gov.uk](http://www.tangmere-pc.gov.uk)email: steve.milton@lgrc.uk |