

BYWELL PARISH COUNCIL - CLERK TO PARISH COUNCIL

Job Description

The Clerk is the Chief Officer of the Council, and is responsible for advising and supporting the Council and its members, carrying out the business of the Council between meetings, and promoting the Council's engagement with the wider community and with other bodies. The Clerk is the first point of contact for members of the public wanting to engage with the Parish council and the conduit for information matters to and from NALC, NCC and other organisations.

Specific Duties include:

- Administering meetings of the council and any committees or forums.
- As the Responsible Financial Officer, administering the council's finances, including bookkeeping, financial management and related matters.
- Ensuring the council meets its statutory and other legal requirements.
- Managing the council's property.
- Being the main contact for members of the public wishing to engage with Council and for Northumberland County Council, NALC and other organisations.
- Maintaining the council's website.
- Assisting with and promoting the council's engagement with the wider community and with a wide range of other bodies and authorities.
- Implementing the council's decisions, and taking any decisions when delegated to do so.
- Researching problems and opportunities relevant to the local area.
- Representing the council's interests, for example at partnership meetings and conferences, if required.
- Receiving and participating in training, as appropriate.
- To act as representative of the Parish Council as required.

Personal Specification		
	Essential	Desirable
1. Educational qualifications	Good general education: 5 GCSEs or equivalent including Maths and English	Educated to degree or HND level A recognised qualification in local government administration
2. Work Experience	Good office management skills Experience of organising meeting, preparing agendas, taking minutes and preparation of reports/documents. Experience of working in a financial setting, including preparation and monitoring of budgets and preparation of basic accounts. Experience of dealing with the public	Previous local government experience Previous experience of updating and maintaining a website
3. Skills/ knowledge and aptitude	IT skills (Microsoft Office) – typing and spreadsheet skills Ability to minute meetings. Able to produce reports on financial and other matters, Good communication skills, both verbal and written and ability to maintain good relationships with Councillors, contractors and the public. Ability to meet deadlines, manage own workload and time, establish priorities and report progress and results. Presentational skills. Ability to solve problems. Ability to undertake research by accessing and sourcing information from the internet and other resources.	Project management Good analytical skills A basic knowledge and understanding of the General Data Protection Regulations. Experience of Local Government.

	<p>An understanding of the local government context, the position of a Parish Council within that and legal framework in which a Parish Council operates</p> <p>Ability to protect confidentiality and take an objective and professional approach</p> <p>Knowledge of the East Tynedale area and of the issues affecting a Parish Council within that area.</p>	
4. Motivation	<p>Self-reliant and self-motivated</p> <p>Flexible and adaptable</p> <p>Committed to continuous professional development</p>	
5. Other	<p>Able to attend evening meetings and demonstrate flexibility as required</p> <p>Possesses a relevant driving licence and has access to/use of a vehicle.</p> <p>Ability to travel</p>	