

The Pavilion
Englefield Road
Theale
RG7 5AS

Telephone: 0118 9306592
Website: www.thealeparishcouncil.gov.uk



Assistant Clerk Job Description & Person Specification

Salary Scale: NJC LC2 SCP 18 – 23

SCP 18 = £30,559 full time equivalent

SCP 23 = £33,366 full time equivalent

Permanent Part-time - 25 hours per week

These hours can be worked flexibly but this is an office-based role, and the hours would need to support the operational needs of the business and the normal office opening hours.

Job Description

This is a new role for Theale Parish Council (the Council). The main purpose of the Assistant Clerk is to support the Clerk to ensure the smooth day to day running of the Council operations and service delivery with its function as a local authority. The Assistant Clerk needs to be organised with strong communication and office management skills.

The postholder will help the Council to achieve its aims and objectives, working with others to ensure that the statutory and other provisions governing or affecting the running of the Parish Council are observed and will deputise for the Clerk when they are away from the office.

The post holder will adhere to the Council's policies and procedures, including those around equality and diversity. They will undertake any duties that are commensurate with the nature and grade of the post and will ensure that they work to the values of participation, partnership, sustainability, social responsibility, and affordability.

On occasion the post holder may be required to work outside of normal working hours.

Benefits for the post holder include a workplace pension (NEST) and paid Annual Leave.

Duties

General

To support the Clerk and Councillors with the service delivery as a local authority.

To deputise for the Clerk and be the first point of contact when the Clerk is away.

To work with the operational team on service delivery within the Parish this includes:

- Community Activities
- Community Events
- Community Engagement
- Grounds & Building Maintenance

To support the office team with day-to-day administration duties which include:

Dealing with members of the public, businesses, councillors, and organisations either in person, by telephone, or electronically in relation to all Council functions and assets.

To provide reliable and confidential administrative support to the Council and to assist the Council in meeting its legal duties and deadlines under guidance of the Clerk.

To ensure that statutory and Council policies, Procedures, Financial Regulations, and Standing Orders are adhered to in carrying out all tasks and duties, including staffing policies and work rules as contained in the Council policies, and adherence to the Council's Code of Practice relating to confidentiality.

To undertake general administrative tasks as requested by the Clerk.

To continually improve, develop and update of the Council's website and social media content.

To assist with the production and distribution of the Councils publications such as the newsletter.

To ensure staff and councillor training is recorded.

To maintain an accurate asset register and to work with other colleagues to ensure all assets are in good working order.

Assist the Clerk in ensuring the Council buildings and equipment meet required legal compliances.

As Theale Parish Council is a small team, it is expected that staff will undertake, and any reasonable task requested by their Manager.

Office Processes

Follow the Councils administrative processes to ensure compliance including GDPR and to direct tasks to ensure they are followed up by the appropriate member of staff or councillor, tracking progress where appropriate.

Keep appropriate and up-to-date records (electronic where possible) to ensure the efficient and lawful record keeping of, and access to, Council data and information.

To review office processes and make recommendations to the Clerk for improvements.

Record Keeping for Meetings

Assist the Clerk by attending meetings of Council and its committees, and working groups, as needed. This may include producing agendas, providing advice and/or reports, and recording minutes for these meetings noting that these meetings may require attendance in the evening.

Representing Theale Parish Council

To represent and raise the profile of the Council in a positive way.

Liaise with contractors, police, residents, councillors, and others concerning Council business.

To attend and participate in relevant internal and external meetings where appropriate.

Always present a professional image when representing the Council.

Bookings Administration

Administration of the Council venue bookings, including the Peter Gooch Room, John Cumber Hall, and sports pitches.

To manage all Council venue hire, which will include bookings, invoicing, diary management and ensuring that good customer service is provided by ensuring the smooth running of all bookings on the day.

Ensure that usage of facilities is maximised whilst not compromising the experience of any group of users and ensuring we meet their needs.

To set up meetings with prospective hirers for events, sports, and meeting bookings, seeing through the booking process from first enquiry to actual delivery.

Review and maintain the current system to ensure the effective administration relating to all bookings.

Support the Clerk and Council in creating materials to publicise and promote facilities and venues with the aim of increasing bookings.

Work with maintenance contractors, trustees, and any other stakeholders as necessary to ensure venues are maintained.

Collaborating with the Clerk, review and suggest improvements for processes and systems related to venue bookings.

Events

To support the organisation of Council events such as the Annual Parish Meeting, Remembrance Day Parade, Summer Fete & Christmas Event.

To maintain a volunteer database, and to actively seek volunteers.

To advertise and manage the bookings for Council events, including managing stall holders.

Follow Council financial processes, accounting for and banking of monies taken.

Collaborating with the Clerk, review and suggest improvements for processes and systems related to Council events.

Deal with incoming event enquiries. Assisting hirers to make decisions about the suitability of space, providing quotations and event information as requested and ensuring stallholders have the relevant insurances and licences.

Submit applications for road closures and licenses where necessary.

Attend operational meetings alongside other colleagues before and after each event.

Ensure all events operate in line with the event risk assessments and associated licenses.

Project Management

Support the Clerk with project work, including obtaining quotes and consulting with contractors.

Training & Development

Full training will be given to the successful candidate but there will need to be a willingness and commitment to undertake the following courses and professional qualifications:

HALC -What You Need to Know Officer Training

SLCC - Introduction to Local Council Administration (ILCA)

SLCC - Financial Introduction to Local Council Administration (FILCA)

Safeguarding

Understand what is meant by safeguarding vulnerable groups (children, young people, and adults) and how to raise concerns through the appropriate body.

To raise any safeguarding concerns with the Operations Manager/Clerk or relevant authority.

To undertake a DBS.

Person Specification - Core Skills and Competencies:

Skill / Competency	E = Essential D = Desirable
Good communication and interpersonal skills	E
Good IT. skills (Word, Excel & Outlook)	E
Good organisational, planning, and time management skills	E
Good accuracy and attention to detail	E
Self-motivated to work independently under supervision	E
Ability to work in a team environment	E
Ability to work in a flexible way	E
Previous experience of working as an officer in local government establishment.	E
Ability to use social media platforms and digital marketing methods.	D
Experience of website administration (TPC currently use Vision ICT)	D
Experience of bookings administration (TPC currently use Rialtas)	D
Experience of working or volunteering at community events	D

Qualifications and Experience:	E = Essential D = Desirable
Excellent standard of the English language and grammar.	E
Proven experience of administrative tasks - minimum 1 year experience.	E
Experience and/or training of current GDPR legislation	D
Experience and/or training of Safeguarding Vulnerable Groups Act 2006	D

The closing date for applications to be received is Sunday 13th April 2025

The interviews are planned to take place on Friday 25th April 2025.

Completed applications should be marked "PRIVATE & CONFIDENTIAL" and addressed to:

Di Hughes
Clerk to Theale Parish Council
The Pavilion, Englefield Road
Theale, RG7 5AS

or emailed to: clerk@thealeparishcouncil.gov.uk