



# LEYBURN TOWN COUNCIL

## JOB DESCRIPTION

**Job Title:** Assistant Clerk

**Responsible to:** The Town Clerk Leyburn Town Council

**Date Produced:** September 2023

**Contracted Hours:** Part Time – 18.5 hours per week (The role will include working some evenings and occasional weekends).

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### **Purpose of Role**

- The Assistant Clerk will provide support to the Town Clerk/Responsible Financial Officer with day to day management of the Council and ensuring that all legal requirements are complied with.
- Some evening and weekend work will be necessary. The post holder will cover for the Town Clerk during periods of annual leave and must have the experience and confidence to deputise in this way.
- Full training to be provided by the Council. It is expected that, after induction and training, that the post-holder will require minimal supervision.

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**Job Title-** Assistant Clerk

**Location-** The postholder will be based at Leyburn Town Council's offices in Thornborough Hall, Leyburn, DL8 5AB.

Flexible working arrangements are available to allow post holder to occasionally work from home subject to organisational requirements and prior agreement with the Town Clerk.

**Grade / Salary** -NJC Pay scale SCP 10 -12  
£12.28 -£12.73 per hour –dependent upon qualifications and experience.

**Hours-** 18.5hours a week, normally worked over five days Monday to Friday mornings. Some evening and weekend work is required to service meetings and special events. This will be agreed, in advance with the post holder and this would be additional to the standard 18.5 hours per week.

## **Main Duties & Responsibilities**

Principal responsibility for the post holder will be carrying out aspects of administrative work to assist the Town Clerk with the day-to-day running of the Council office, this includes the following, in particular the following specific duties and tasks.

### **1. Administrative tasks**

- 1.1 To provide administrative support to the Town Clerk for all aspects of the day-to-day management and operation of council services and resources.
- 1.2 To receive correspondence, documents, emails and telephone calls on behalf of the Council and bring such items to the attention of the relevant Local Authority or organisation and the Town Clerk.
- 1.3 To issue correspondence as a result of instructions from the Clerk or in accordance with the known policy of the Council.
- 1.4 To maintain planning records, file plans and send responses to North Yorkshire Council.
- 1.5 To report all faults (street lighting etc.) to North Yorkshire Council.
- 1.6 To prepare & circulate information to Councillors.
- 1.7 Manage filing, scanning documents and post.
- 1.8 To assist and support the Town Clerk in the execution of the council's decisions and implementation of council policy.
- 1.9 To administer the Council's business & activities during the Town Clerk's absence.

### **2. Meetings**

- 2.1 To assist the Town Clerk with the preparation and distribution of meeting notices and Agendas as required in accordance with the Council's calendar of meetings.
- 2.2 To prepare, in consultation with the Town Clerk and appropriate Town Council members (as required), agendas for meetings of the Council and Committees.
- 2.3 To attend the Council Meetings in the absence of the Town Clerk and to draft Minutes of these meetings and to implement the decisions that are agreed by the Council.
- 2.4 To follow up on any actions agreed at meetings, in a timely manner.
- 2.5 To maintain the Members' declaration of interests database and record of apologies.

### **3. Document Management**

- 3.1 Assist in the recording and storage of all the Councils Minutes and legal records.

3.2 Scanning of all Council documents and disposing of documents in accordance with the document retention policy.

3.3 To be aware of any sensitive information held by the Council and ensuring adherence to the General Data Protection Regulation legislation 2018.

#### **4. Media & Communications**

4.1 Provide a front-line customer service dealing with all enquiries and responding to these in a prompt and efficient manner. (Liaising with partners as and when necessary).

4.2 In consultation with the Town Clerk respond to queries, complaints and requests for information (in person, by phone, email or post) from members of the public and from councillors and officers from other organisations.

4.3 Refer non-routine enquiries to the Town Clerk.

4.4 Assist with maintaining the Council website and Facebook page content.

4.5 Maintain the Town Council's noticeboard (s) ensuring that it is always up to date and relevant.

4.6 Promote good public relations for the Council at all times in the way these are handled.

#### **5. Office Attendance**

5.1 To work from the Town Council office in Thornborough Hall.

5.2 Deputise for the Town Clerk when they are away from the office.

#### **6. Thornborough Hall Management**

6.1 Carry out all administrative tasks in relating to the booking of the Oak Room

6.2 Liaise with the staff on these bookings and maintain a 12-month computerised diary.

6.3 To keep the Wedding Host informed about bookings and wedding requirements.

6.4 To assist with the setting up and hosting of mid-week weddings.

6.5 Arrange unlocking/locking the building where necessary.

#### **7. Accounts**

7.1 Support the Town Clerk to administer the council's financial systems by creating and issuing invoices, creating and issuing purchase orders and updating payments received onto the scribe accountancy software

7.2 To receive and report on invoices for goods and services to be paid for by the Council to the Town Clerk.

7.3 Empty donation boxes and prepare takings to bank.

7.4 Carry out the weekly banking of receipts from the Library and Market.

7.5 To manage all debtors and creditors and regularly report any discrepancies to the Town Clerk.

## **8. Cemetery**

8.1 To maintain the burial records and register and receive payments.

## **9. Market**

9.1 To maintain Market records and assist Market Superintendent with weekly takings

9.2 To liaise with and assist the Market Superintendent with the management of the Market.

## **10. Other duties**

10.1 To organise the Library volunteers and assist with the Library takings.

10.2 To Assist in the delivery and management of any of the Councils projects as agreed by the Town Clerk and Council.

10.3 To assist the Town Clerk with specifications for work undertaken by contractors to the Council and to monitor the progress as well as quality of the work.

10.4 In consultation with the clerk complete grant funding applications.

10.5 Attend community events where necessary.

10.6 To carry out weekly routine inspections.

10.7 To work towards the achievement of the Introduction to Local Council Administration (ILCA) qualification as a minimum requirement for effectiveness in the position of Assistant Clerk to the Council.

10.8 To attend other training courses or seminars on the work and role of the Assistant Clerk as required by the Council.

## **11. Relationships**

11.1 The postholder will work closely with all members of the Council's team.

11.2 The postholder will have regular contact with The Mayor of Leyburn and Members of the Council.

11.3 The postholder will have regular contact with the general public, suppliers and contractors to the Town Council, local community groups and North Yorkshire Council representatives.

11.4 The postholder is accountable to the Town Clerk and Leyburn Town Council's Staffing Committee.

## **12. Changes**

12.1 This job description sets out the main areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

# Person Specification

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Please ensure your application for this post provides evidence of the criteria set out in this person specification since they will be used to assess applicants through the sift and interview process

	Essential	Desirable
<b>Qualifications and Training</b>		
A to C in English and Maths at GCSE level or equivalent.	✓	
Introduction to Local Council Administration (iLCA Qualification)		✓
Willingness to undertake iLCA and or FiLCA within one year of appointment	✓	
ICDL or equivalent administrative qualification		✓
Emergency First Aid.		✓
<b>Experience</b>		
Administrative experience working in an office environment or professional setting	✓	
Experience of using computerised systems, including standard Microsoft Office applications to a high standard	✓	
Previous local government experience.		✓
Experience of servicing meetings (preparing agendas, attendance, taking and drawing up of minutes)		✓
Experience of using accounting or asset management software/databases such as Scribe accounts.		✓
Experience of using social media platforms.		✓
Past experience of event planning.		✓
<b>Skills</b>		
High standard of literacy and written skills	✓	
Excellent interpersonal and influential skills	✓	
Excellent use of computers and software packages, in particular the Microsoft Office suite.	✓	
Ability to manage self and meet targets and deadlines	✓	
Ability to communicate in a clear and confident manner	✓	
Organised and efficient - an ability to deal with tasks in an organised way, and as swiftly and effectively as possible	✓	
Ability to organise effective meetings and events.		✓

Ability to understand and interpret legal 'jargon'.		✓
Ability to assimilate viewpoints and establish common understanding.	✓	
Understanding of a local council's legal framework and Knowledge of legislation for parish/town councils.		✓
Awareness of Cemetery Regulations		✓
An understanding of the Town Council's assets, policies and procedures		✓
<b>Personal Qualities</b>		
A good public facing manner and ability to communication with members of the public in a professional and courteous way.	✓	
Ability to maintain good relationships with councillors, colleagues, contractors and the public.	✓	
Ability to deal with individual personalities effectively in a wide range of circumstances.	✓	
Able to work co-operatively within a team environment as well as alone when required.	✓	
A flexible approach to working such hours to meet the needs of the Council and Town Clerk, as evening and weekend working will be required, as necessary.	✓	
Self-motivated and self-reliant	✓	
Able to work under pressure and demonstrate commitment	✓	
Ability to operate within a political environment but act impartially and use open and fair processes	✓	
A willingness to undertake further training	✓	

For an application form or further details are available from Leyburn Town Council by contacting Charlotte Smith, Town Clerk, on 01969 622561, or by email [Clerk@Leyburntowncouncil.gov.uk](mailto:Clerk@Leyburntowncouncil.gov.uk)

Completed application forms may be supported by CVs and supporting information.

To apply please submit your application to the Town Clerk by **5pm on Friday 6<sup>th</sup> October 2023.**

Interviews will take place during week commencing 9<sup>th</sup> October 2023.

## References

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. Data Protection Act The information you provide will be processed in accordance with the Data Protection Act 2018 and any subsequent legislation.

Employment Checks Appointment and continued employment are subject to the following checks:

- Verification of your qualifications and experience as stated on your application form.
- Obtaining satisfactory references
- Satisfactory completion of a probationary period.