

About Us and About Poringland

The village of Poringland has grown in recent years, following a number of large scale developments in the parish. With a population of 4,300 and covering an area of 2.5 square miles, Poringland is a vibrant community with much to offer.

Poringland is five miles south of Norwich, with easy vehicle access and good bus routes directly to the city. The village has a primary school, with a high school (located in neighbouring Framingham Earl) within walking distance, as well as two GP surgeries, a dental practice and an optician. Retail outlets include a supermarket, small shops and takeaways, a vets, estate agents, and various beauty and hair outlets. Religious provision includes both Church of England and Catholic churches, with a Methodist church nearby.

Poringland is proud to boast a successful Community Centre, owned and managed by the Parish Council. This facility, built in 2007, offers a Farmers Market twice a month, classes throughout the week and evening entertainment events, several of which are organised by the Parish Council. It is available for hire for private events, and has a licensed bar.

The parish has a number of recreation sites offering play facilities for children. The largest of these is the Welcome Home and Memorial Playing Field, which includes two full size football pitches, a sports pavilion and a bowls club. The Playing Field is owned by a charitable trust, of which the Parish Council is the sole managing trustee.

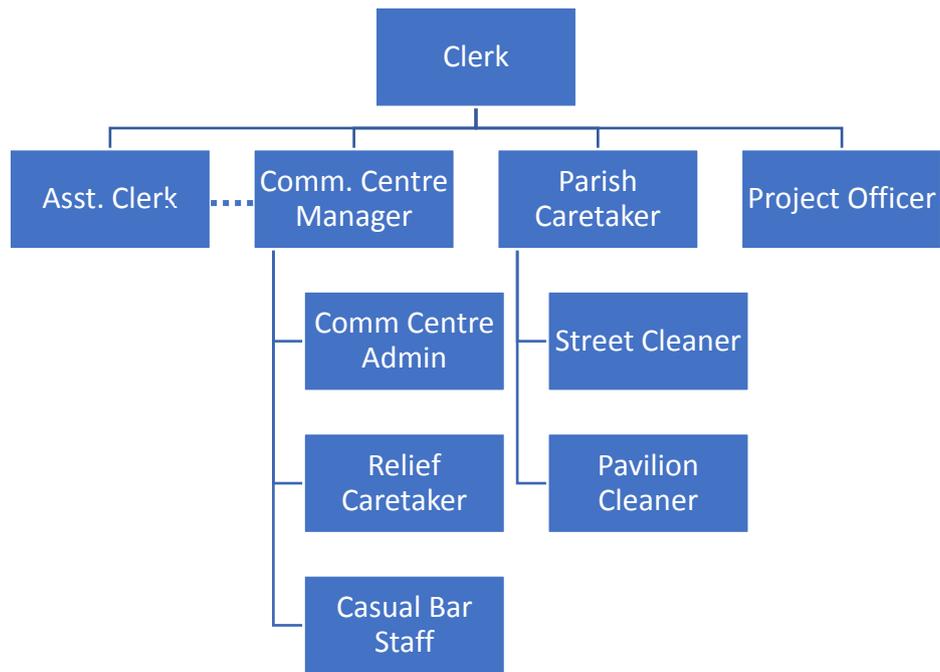
The Parish Council is also the local burial authority and is responsible for the village cemetery.

Poringland Parish Council is a proactive organisation and is engaged in several long term projects, including the production of a Neighbourhood Plan which will determine future planning decisions, and the transfer of land from a local developer to allow for the creation of local community projects.

The parish clerk would be happy to discuss the services provided by the Parish Council in more detail.

Poringland Parish Council is based in Poringland Community Centre. A small team of staff is responsible for the operational running of the Council, overseen by the Clerk to the Council. As the village has grown, the Parish Council has seen an opportunity to expand the team and employ a part time assistant clerk to support the services provided in Poringland.

The role of the assistant clerk will be to primarily support the work of the parish clerk, but also to work alongside the community centre manager to ensure the successful running of the council's largest asset.



Outline Terms and Conditions:

Salary: Within the range of SCP19 – SCP24 (£12.85 per hour to £14.46 per hour) depending on qualifications and experience.

Probation: The role is subject to a six calendar month probationary period.

Pension: Local Government Pension Scheme.

Hours: 16 hours per week, worked flexibly according to the needs of the Council.

Leave: 28 days plus bank holidays (pro rata).

Place of work: Poringland Community Centre, Overtons Way, Poringland NR14 7WB

PORINGLAND PARISH COUNCIL

JOB DESCRIPTION

Assistant Clerk

Job Title:	Assistant Clerk
Location:	Poringland Community Centre
Responsible to:	Parish Clerk
Responsible for:	None

Introduction

The person appointed will be accountable to the Clerk to the Council and play a supporting role to the clerk to obtain the objectives of the council

Overall Responsibilities

- Assistance to and deputising for the Parish Clerk
- Promotion of Parish Council work and community engagement.
- Liaison with Community Centre Manager
- Routine administration of the Parish Council.

Specific Responsibilities

1. To deal with routine parish queries.
2. To write model letters to parishioners. Monitor for action and escalate if required.
3. Deputising for the Parish Clerk in periods of absence.
4. Regular Inspections of village assets (eg; play equipment/cemetery) and reporting faults to Clerk / caretaker as required.
5. Filing and archiving.
6. Checking back of delivery notes against invoices.
7. Regular updating of social media – to included information from County Council Reports and District Council Reports relevant to Poringland.
8. E-newsletter updates - email updates.
9. Liaison with village caretaker to ensure SAM sign is correctly located. To collate SAM data to present to the Parish Clerk.
10. To apply Parish Council credits in Omega.
11. Read police meters and invoice quarterly.
12. Invoice pavilion hirers monthly. Monitor income and escalate to Parish Clerk any matters of non payment.
13. Bank all pavilion income intact (in accordance with Financial Regulations).
14. Place agendas in noticeboards.
15. Reconciliation of the bar cash (in conjunction with a community centre manager and in accordance with financial regulations).

16. Collation of credit card receipts (in conjunction with community centre manager and in accordance with financial regulations).
17. Collation of quotes from community centre manager for repairs / maintenance.
18. Liaise with the community centre manager over Parish Council events (eg: fete).
19. Be able to accept bookings in Rialtas, so as to be able to cover for the community centre manager during periods of absence.
20. To liaise with community centre manager to ensure that all stock sales and purchasing records are complete and ready for verification by stock taker.
21. General support for the Parish Clerk.

This list is not exhaustive and the Parish Council may alter or vary this job description in the light of changing circumstances.

PORINGLAND PARISH COUNCIL

PERSON SPECIFICATION

Job Title: Assistant Clerk to the Council

Job Location: Poringland Community Centre

	Essential	Desirable
Qualifications, Education and Training	<ul style="list-style-type: none"> • Good standard of maths and literacy. 	<ul style="list-style-type: none"> • Certificate in Local Council Administration (or equivalent) or willing to work towards.
Skills	<ul style="list-style-type: none"> • IT literate. • Ability to work as part of a team but also under own initiative, without supervision. • Confident to promote organisation using social media • Ability to understand procedures and orders. • Ability to adapt to change 	<ul style="list-style-type: none"> • Minute taking and report writing. • Experience of web publishing. • Ability to prioritise workloads. • Financial literacy
Knowledge	<ul style="list-style-type: none"> • Good written and oral skills at all levels. • Good administrative and organisational skills. • Ability to operate office systems and procedures. 	<ul style="list-style-type: none"> • Working knowledge of a parish council. • Working knowledge of voluntary organisations. • Understanding of community buildings
Experience	<ul style="list-style-type: none"> • Relevant experience in administration and financial matters. • Experience in meeting deadlines • Experience of working in a team 	<ul style="list-style-type: none"> • Experience of working at Town or Parish Council level. • Working with local communities.

Personal Qualities	<ul style="list-style-type: none"> • Willing to undertake necessary training as may be agreed. • Good communication skills. • Self-confident and self-motivated. • Enthusiastic, flexible and willing to participate and be involved in matters relating to the Council's work. 	<ul style="list-style-type: none"> • Pleasant, friendly, tactful and discreet nature.
Other Factors	<ul style="list-style-type: none"> • Lawfully permitted to work in the UK. • Fluent English speaker* • Ability to travel to locations not on public transport routes. • Ability to cover occasional evening meetings if deputising for clerk. 	

*This role is a customer facing public sector role as defined within Section 7 of the Immigration Act 2016.

For more information, or a confidential discussion, please contact the parish clerk, Faye LeBon, on 01508 492182 or email clerk@poringland-pc.gov.uk

Closing date for applications – Friday 6th March 2020 (midday)