

## **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 Parish Council provides a significant number of services to local people and has more planned. Our largest community asset is our community centre which was built in 2007 and offers daytime classes and evening events, several of which are organised by the Parish Council. It is available for hire for private events, and has a licensed bar.

The community centre also houses our community café, a facility run by the Parish Council which was launched in August 2020. This has proved very popular, as a friendly, welcoming meeting space with great food.

The parish also 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. We are also responsible for numerous other playgrounds in the village, which more currently being constructed due to be passed over to us within the next 12 months.

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

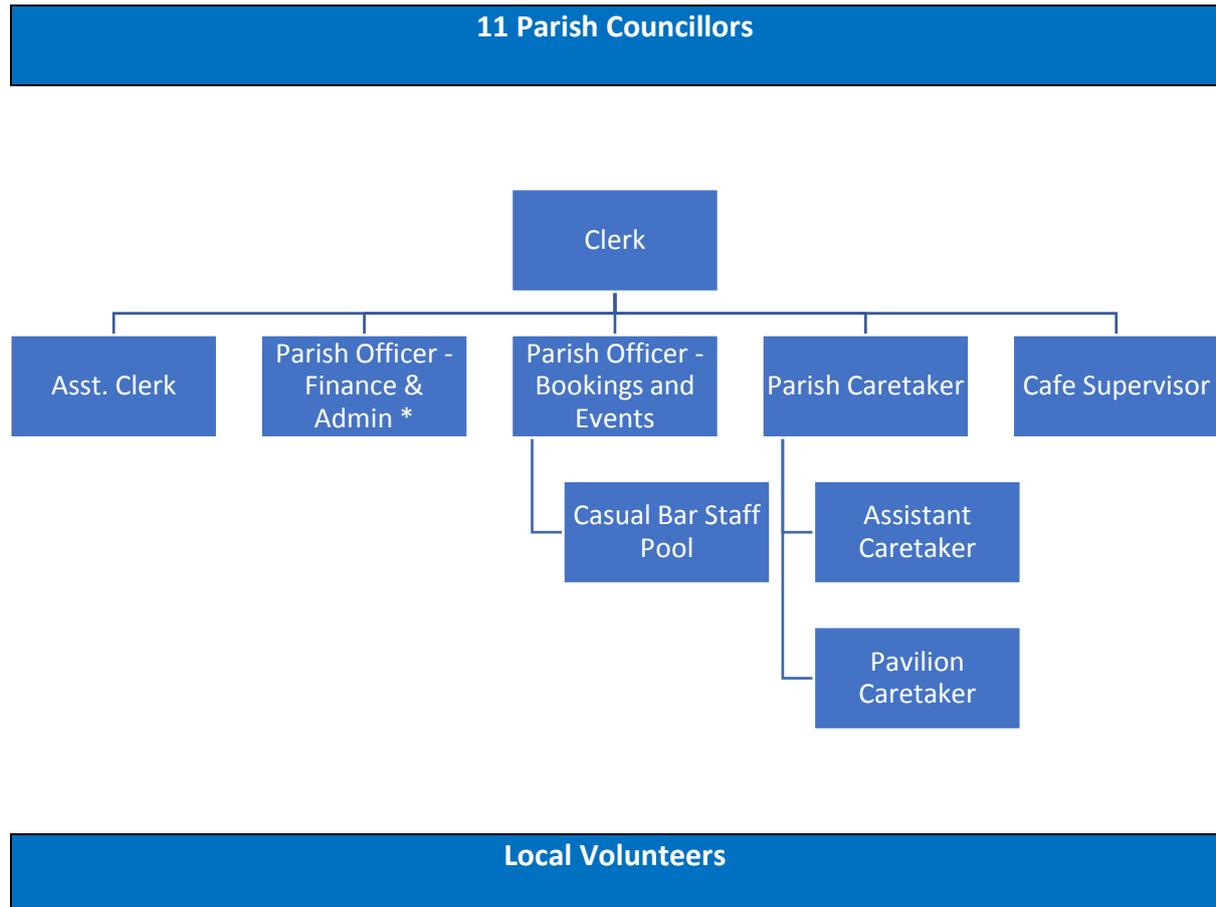
Poringland Parish Council is a proactive organisation and is engaged in several long term projects. We have recently just completed our Neighbourhood Plan, which was a four year project to complete a planning policy document to determine future development in the village. Our next project is one of our most exciting in recent times and this is our Community Land Project. We have 15 acres of land gifted from a local developer which we can use for amenity and recreational use. This land adjoins our community woodland and wildlife rich lagoons.

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 continues to grow, the Parish Council requires an assistant clerk to support the work of the council.

The role of the assistant clerk will be to primarily support the work of the parish clerk, but also to work alongside all members of staff to ensure that the parishioners of Poringland receive the best quality of service possible.

### Our Organisational Chart



All our councillors are volunteers, each of which bring specific skillsets to the council. We also have local volunteers such as our tree warden who assist us in the service provision for the village.

\*Recruitment for the Parish Officer for Finance and Administration has yet to commence

## Does this Sound Like You?

The role of Assistant Clerk would suit someone who likes a huge amount of variety in their role. Whilst we have a job description for the role, you never quite know what queries are coming in on any given day. And the direction of the council may change at times, depending on decisions made by councillors, or even directives from government. Some queries or changes can be complicated, but there is a close knit team in the office which supports each other to ensure the work can get done.

Supporting each other is vital to our team. We all have our specific roles covering a wide variety of skills, but sometimes different members of staff need extra help. The role would suit someone who is a real team player and is prepared to help their colleagues if required. We have lots of great projects coming on board and our ideal candidate would be picking up some of the smaller projects or deputising for the clerk while she works on the larger ones.

Poringland Parish Council works really hard and provides some super services, but we often don't tell people about it enough. The role would suit someone who enjoys using social media. We have facebook sites for the Parish Council, the community centre and our café and we need someone who can keep these regularly updated, at least on a weekly basis. But we'd also like to explore other social media channels. Our ideal candidate would be able to help us get set up with Instagram and keep this updated as well. Our websites also need updating regularly – could you be the person to help with this?

Our IT is run on a Citrix server, and our finance and bookings system is Rialtas. Rialtas is specific to local councils, so if you've not worked in this industry before then you may not have come across it. That's fine, but it would be a real advantage to have a good standard of IT literacy as this will help to learn the system quicker. And if you've got a good understanding of Microsoft applications, that's even better – particularly Excel spreadsheets as we do a lot with them. Some financial know how will also go a long way in this role.

Positivity and enthusiasm are important traits to work for Poringland Parish Council. We also like people who are willing to try something new, as new projects come on board and existing ways of working change. But the council is always willing to help with these changes and offers training where required.

All of our councillors are volunteers and each brings different skillsets to our council team. The two-way relationship between the staff and our councillors is very important. The Assistant Clerk will be responsible for clerking some of our advisory groups, so our ideal candidate will have to be able to take instruction from councillors to action their decisions, but its also important that staff provide councillors with impartial information to help them come to an informed decision.

One of the most important things we are looking for is a community minded attitude – looking to how we can make things better for our diverse society. Is this person you?

If you think you are the person to join our team, we'd love to receive an application from you. But if you'd like to discuss the role further, please don't hesitate to get in touch.

*Faye LeBon, Parish Clerk*

## **Outline Terms and Conditions:**

- Role:** Assistant Clerk to Poringland Parish Council
- Salary:** Within the range of SCP19 – SCP24 (£13.21 per hour to £14.86 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

\* Hourly rates correct at the time of going to print

# PORINGLAND PARISH COUNCIL

## JOB DESCRIPTION

### Assistant Clerk

<b>Job Title:</b>	Assistant Clerk
<b>Location:</b>	Poringland Community Centre
<b>Responsible to:</b>	Parish Clerk
<b>Responsible for:</b>	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 parish officers and caretakers

#### Specific Responsibilities

1. To deal with routine day to day parish queries.
2. To write letters to parishioners and external organisations. Monitor for action and escalate if required.
3. Deputising for the Parish Clerk in periods of absence.
4. Regular updating of social media – to included information from County Council Report and District Council Report relevant to Poringland.
5. Regular updates of website.
6. E-newsletter updates and email updates
7. To collate SAM sign data.
8. Input invoices for payment into the banking system ready for further authorisation.
9. To reconcile bank account on a monthly basis
10. Place agendas in noticeboards.
11. Reconciliation of the bar cash (in conjunction with a Parish Officer (Finance and Administration) and in accordance with financial regulations.
12. To obtain the necessary quotes, in accordance with financial regulations, for repairs / maintenance or improvements of parish assets.
13. Liaise with the Parish Officer (bookings and events) over Parish Council events (eg: fete) to ensure that events run smoothly.
14. Be able to accept bookings and prepare and submit invoices in Rialtas, so as to be able to cover for either of the Parish Officer roles during periods of absence.

15. To liaise with Parish Officer (Finance and Administration) to ensure that all stock sales and purchasing records are complete and ready for verification by stock taker.
16. Liaising with contractors to ensure contracted services to the village are completed.
17. To attend meetings, either on or offsite, to support the Parish Clerk.
18. To act as Clerk to allocated Advisory Groups (includes creating and submitting agendas to members, along with supporting documentation, attendance of meetings, minuting meetings and actioning decisions).
19. Small project works, such as Parish Partnership.
20. 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

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

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

\*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](mailto:clerk@poringland-pc.gov.uk)

**Closing date for applications – Tuesday 31<sup>st</sup> August**