



Stanway

Parish Council

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Vacancy for the post of DEPUTY CLERK/DEPUTY RFO to Stanway Parish Council

Stanway Parish Council, in the Borough of Colchester, is looking to appoint a motivated individual to work alongside the Parish Clerk, Finance Officer, Planning Clerk and the Maintenance Worker.

Brief Terms and Conditions

The role will be predominately office based, working up to 30 hours per week with some accommodation for home working and there is an opportunity for flexible working (over 4 days a week), with 2-3 evening meetings a month

Salary will be between NJC Council pay grades, 24 – 29 (£14.90 – 17.10 per hour) on the NJC Council pay, depending on experience and qualifications. A generous pension package, annual leave allowance and training opportunities are provided.

GENERAL DUTIES TO INCLUDE

To take full responsibility for the management support of the Community Assets and Community Services Committees (and their sub-committees/working groups as appropriate)

- producing agendas and minutes in a timely manner,
- undertaking all the necessary research for current and potential new initiatives,
- producing reports of the same and
- carrying out the decisions and actions arising out of such meetings, including project managing where necessary and liaising with contractors, councils, the public and colleagues

To provide cover if necessary for Full Council Meetings and all committee / sub-committee meetings in the absence of the Clerk/RFO and/or Planning Clerk

As the Deputy Proper Officer (DPO), to work alongside the Clerk to help ensure that the Council conducts its business properly and in line with its statutory duties and to assist in all matters relating to the efficient management of the Parish Council, including Council staff, property and resources, but with specific responsibility for the two key Council Committees mentioned above

To maintain effective and positive press and public relations, also working to improve, develop and maintain and up-date the Council's website and social media

To develop an effective working partnership with other Councils and public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council has the opportunity to play a full and effective role in issues affecting the area.

To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

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Qualifications

Essential

Education to a minimum level of five GCSE certificates, including Mathematics and English Language (or equivalent)

Introduction to Local Council Administration (ILCA) certificate, or a commitment to complete the SLCC on-line ILCA training successfully within the first six (probationary) months of employment -

www.slcc.co.uk/qualifications

Ideal Requirements

Applicants should ideally have experience of Local Government, including implementation of Council policies, the provision of advice and guidance on statutory and legislative matters and providing financial management support, including the adherence to the Parish Council's Financial Regulations.

Experience of working flexibly within a multi-faceted service organisation, both remotely and in the office.

An easy ability to communicate well with others within and outside the organisation (including the public).

Accounting, budgetary and bookkeeping experience (desirable)

Evident competence in the use of the Microsoft Office 365 Suite, especially Word, Excel and Outlook.

IT literacy to allow ready use of other supporting (but user-friendly) IT applications (Website, Accounts, Payroll, Pensions, Risk Management, etc.)

A commitment to complete the Certificate in Local Council Administration (CiLCA) qualification successfully within 30 months of the date of employment (the course must be completed within twelve months of registration for CiLCA)

Own car or access to suitable transport (mileage payable for certain duties)

To Apply

Please go to the home page on our website (www.stanwaypc.org.uk) for more detailed information about the Council, its structure and activities in general. You will also find a job application form available to download.

Closing date for applications: 3rd December 2021. **Interviews:** week commencing 13 December

Stanway Parish Council is an Equal Opportunities Employer.