

FARINGDON TOWN COUNCIL

DEPUTY TOWN CLERK

JOB DESCRIPTION

Job Title: DEPUTY TOWN CLERK

Grade: SCP 23 - 26

Hours: 37 to include evening and occasional weekend work.

Responsible to: Town Clerk

Responsible for: Venues and Leisure Services Staff. Information Centre Staff

Budget responsibilities: Venues Committee, Recreation and Open Spaces Committee, Faringdon War Memorial Trust, Tucker's Recreation Ground Trust, Information Centre.

Main Duties:

1. **To deputise for the Town Clerk and carry out the statutory and delegated functions of the Town Clerk in his/her absence, as detailed in the Town Clerk's Job description.**
2. **To act as Clerk to the:**
 - Venues Committee
 - Recreation and Open Spaces Committee
 - Faringdon War Memorial and Tucker's Recreation Ground Trusts
- 2.1 To prepare agendas, reports, etc. for meetings
- 2.2 To attend meetings as required and produce minutes thereof
- 2.3 To advise Councillors on all aspects of Local Government law and Administration
- 2.4 To implement the decisions of the above Committees and Trusts
- 2.5 To prepare annual budget estimates for approval by the above Committees and Trusts
- 2.6 To be responsible for control of expenditure and to prepare the annual budgets for the above Committees and Trusts
- 2.7 To formulate and implement a marketing strategy for the Town Council venues, working closely with the Venues Manager and Bookings Clerk
- 2.8 To work alongside the Planning Clerk to develop an understanding of the planning system.

3. Day to day management of the Town Council Leisure services including management of venues, parks and allotments

- 3.1 To act as Line Manager for the Leisure Services Staff - including support, supervision and annual appraisals of staff
- 3.2 To be responsible for ensuring that the letting of allotments is in accordance with the legislation and in compliance with tenancy regulations. To keep records of allotment holders, maintain the waiting list, to send fee reminders.
- 3.3 To undertake operational problem-solving, as required

4. Management of the Town Council Information Centre to include:

- 4.1 To act as Line Manager for the Information Staff - including support for health and safety, training, supervision and annual appraisals
- 4.2 Ensuring budgetary control of staffing, sales and purchasing, and to report quarterly to the Finance and Audit Committee
- 4.3 Oversee all work of the Information Centre
- 4.4 Organise and oversee promotional events such as Heritage Day and the running of stalls at local events
- 4.5 Undertake operational problem-solving, as required

5. To attend training courses associated with the work and role as required by the Town Clerk

6 To undertake specific projects, as and when required

7. To undertake other such duties as may be required from time-to-time commensurate with the level of the post and, in particular, to provide cover for other office staff

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety and for that of others affected by what you do, or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, and in accordance with training and instructions
- Do not interfere with, or misuse, anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Person Specification

Your essential skills, knowledge and experience

- Experience either in a public sector environment or other relevant experience
- Good presentation and numerical skills
- Excellent communication skills both orally and written
- Good organisational skills
- Excellent interpersonal skills
- Experience with Microsoft Office, particularly Outlook (email and calendar), Word, Excel and PowerPoint
- Experience of updating a website

Desirable skills, knowledge and experience

- Experience of working for a Town or Parish Council
- Experience with the use of social media and the internet; in particular, channels such as Twitter and Facebook
- Ability to employ a range of traditional, social and digital communication methods
- Experience of using and updating a WordPress website

Your qualifications

- 'A' level or equivalent academic qualifications, or relevant experience
- A local government qualification such as ILCA or CILCA or willingness to undertake such a course with one year of appointment.

Your style and behaviour

- Positive approach and "can-do" attitude
- Ability to adapt to changing circumstances
- Ability to manage own workload and responding flexibly to changing needs and demands
- Ability to communicate effectively in oral and written forms to a wide variety of audiences
- Ability to work as an individual and as a member of a team
- Ability to grasp issues and requirements quickly and to hit the ground running
- A commitment to valuing diversity and equality, and to respecting residents, councillors and colleagues in all relationships and aspects of service delivery
- Ability and willingness to attend meetings in out-of-office hours