

# **FARINGDON TOWN COUNCIL**

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Clerk: Sally Thurston



## **FARINGDON TOWN COUNCIL**

### **DEPUTY TOWN CLERK**

#### **JOB DESCRIPTION**

**Job Title: DEPUTY TOWN CLERK**

**Grade: LC2 SCP 18 – 23**

**Hours:** 37 to include evening and occasional weekend work.

**Responsible to:** Town Clerk

**Responsible for:** All staff in Town Clerk's absence

**Budget responsibilities:** Designated committees / project budgets

#### **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.**
  - 1.1 Work with the Town Clerk to gain an understanding of the Town Clerk's role.
- 2. To act as Clerk to:**
  - Two designated committees
  - 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 designated Committees and Trusts
- 3. General Administration duties**
  - 3.1 Day to day administration of the Town Council in conjunction

with and as directed by the Town Clerk

- 3.2 Develop an understanding of all areas the Council's work
- 3.2 To undertake at least one shift per week in the Town Council Reception and Information Centre
- 3.3 To support the Facilities Manager in the delivery of Health and Safety and risk assessments across all areas
- 3.4 To undertake operational problem-solving, as required
- 3.5 To formulate and implement a marketing strategy for the Town Council venues, working closely with the Facilities Manager and Bookings Clerk

**4. Community Engagement and Public relations:**

- 4.1 To produce a monthly Town Council Newsletter
- 4.2 To be responsible for the updating of the Town Council website
- 4.3 To create and maintain a distribution database
- 4.4 To organise and oversee community engagement events that raise the profile of the Town Council and encourage resident participation
- 4.5 To work in partnership with a variety of groups and stakeholders to ensure Faringdon is a great place to live and work.
- 4.6 To organise public events as required working closely with the Projects Officer
- 4.7 Undertake operational problem-solving, as required

**5. To source and apply for appropriate grant funding to support the work of the Town Council.**

**6. To attend training courses associated with the work and role as required by the Town Clerk and complete the Certificate in Local Council Administration (CiLCA) within two years**

**7. To undertake specific projects, as and when required**

**8. 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 Council 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**

- Good presentation and numerical skills
- Excellent communication skills both orally and written
- Good organisational skills
- Excellent interpersonal skills
- Experience with Microsoft Office, Outlook, Word, Excel and PowerPoint
- Experience of updating a website
- Experience with the use of social media
- The successful applicant will be required to undertake a DBS check.
- Ability to problem solve
- Critical thinking skills
- Ability to work under pressure and to deadlines

### **Desirable skills, knowledge and experience**

- Experience either in a public sector environment or other relevant experience
- Experience of working for a Town or Parish Council
- Ability to employ a range of traditional, social and digital communication methods
- Experience of using and updating a WordPress website

### **Your qualifications**

- Minimum 'A' level or equivalent academic qualifications, or relevant experience
- The post may also suit a graduate with a relevant degree
- A local government qualification such as the Introduction to Local Council Administration (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