

Lyminge Parish Council: Job Advert:

Position	Deputy Clerk
Location	Hybrid – Home and parish based
Salary	SCP 13-17 dependent on experience
Hours	10 hours per week, plus occasional overtime for attending evening meetings.
Contract	Permanent
Closing Date	20.01.25 noon

About Us:

Lyminge Parish Council serves the local community, ensuring the smooth running of various local services and initiatives. The Parish consists of Lyminge, Rhodes Minnis and Etchinghill, all unique villages with their own individual personalities.

We are seeking a skilled, proactive, and organised individual to join our team as Deputy Clerk. This is an excellent opportunity for someone with an interest in local government to contribute to the effective running of the council and gain valuable experience in a supportive, community-focused environment.

Role Overview:

The Deputy Clerk will support the Parish Clerk in delivering the full range of functions for the Parish Council, including administrative, financial, and governance tasks. The successful candidate will have the opportunity to develop their skills in local government and play a key role in supporting the delivery of services and projects that benefit the local community.

Key Responsibilities:

- Meeting Support: Assist with the organisation and administration of Parish Council meetings, including preparing agendas, ensuring that supporting documents are in place, taking accurate minutes, and following up on actions.
- Financial Administration: Assist with financial management, including preparing budget reports, processing invoices, managing payments, and ensuring that financial records are maintained in accordance with regulations.
- Record Keeping and Documentation: Maintain accurate records of Council meetings, correspondence, and official documents. Ensure that all documents are filed appropriately and comply with statutory requirements.
- Communication: Act as the main point of contact for general public enquiries, responding to issues raised by residents and providing information as needed. Draft letters, reports, and other documents on behalf of the Parish Council.
- Project Management Support: Assist with the planning, delivery, and monitoring of local projects, liaising with contractors, suppliers, and other stakeholders to ensure deadlines and budgets are met.
- Compliance and Governance: Ensure that the Parish Council operates in line with all relevant legislation and regulations, including data protection, health and safety, and local government guidelines.

- Clerk's Support: Provide administrative support to the Parish Clerk, assisting with the smooth operation of the council and stepping in for the Parish Clerk during periods of absence.

Person Specification:

We are looking for someone who is:

- Experienced: Ideally at least two years' experience in an administrative or local government role, with knowledge of parish councils or local authority operations.
- Highly Organised: Able to manage multiple tasks, priorities, and deadlines efficiently and with attention to detail.
- Proactive and Self-Motivated: Able to work independently and as part of a team, taking the initiative and contributing to the ongoing improvement of council operations.
- Strong Communication Skills: Excellent written and verbal communication skills with the ability to liaise with councillors, residents, contractors, and other professionals.
- Technologically Proficient: Competent in using office software, including Microsoft Office (Word, Excel, PowerPoint), Google Drive, email, and digital communication tools. Familiarity with website management and accounting software is desirable (For reference Lyminge Parish Council uses Scribe).
- Discreet and Professional: Able to handle confidential and sensitive information with discretion, showing a professional approach to work.
- Knowledgeable: A good understanding of local government legislation and procedures (or a willingness to learn), including financial regulations, risk management, and the governance framework for parish councils.

Desirable Skills and Experience:

- Experience in a local government setting, especially within a Parish or Town Council.
- Knowledge of the Local Government Act, Freedom of Information Act, and Data Protection Regulations.
- Experience in preparing financial statements, budgets, and reports.
- A relevant qualification, such as the Certificate in Local Council Administration (CiLCA), or a willingness to work towards obtaining it.

How to Apply:

Please submit your CV along with a cover letter outlining your suitability for the role to clerk@lymingeparishcouncil.org.uk. The closing date for applications is noon on 20th January 2025. Interviews will be held on a rolling basis and we reserve the right to bring forward the deadline should a suitable applicant be found.

We are an equal opportunities employer and welcome applications from all sections of the community.