

CRINGLEFORD PARISH COUNCIL

ADMINISTRATOR AND ASSISTANT PARISH CLERK

JOB DESCRIPTION

Job Specification: Administrator and Assistant Parish Clerk

Grade: Scale Point 20 - 22 depending on experience (£28,371 to £29,439).

Job Location: The Administrator and Assistant Parish Clerk will be expected to work at The Council's Office at The Willow Centre, Willowcroft Way, Cringleford, NR4 7JJ.

Hours: 37 per week.

Job Summary:

1. The Administrator and Assistant Parish Clerk is responsible for achieving maximum utilisation of the Cringleford Parish Council's premises and land through proactive social media marketing and communication.
2. To build and maintain an excellent customer services ethos that results in a high level of customer satisfaction.
3. To ensure that Cringleford residents and other hirers of the facilities are motivated to use them to a degree that makes the business successful and financially viable.
4. To complete all administration work relating to the council's premises to a high standard.
5. To support the parish clerk as Assistant Parish Clerk.
6. To comply with all parish council policies and procedures.
7. To receive and respond to correspondence and other documentation received in relation to the council's premises and grounds.

Responsible to: The Administrator and Assistant Parish Clerk will be responsible to the Parish Clerk.

1. General Duties & Responsibilities:

The Administrator and Assistant Parish Clerk will:

- 1.1 Provide a monthly report to the clerk on bookings of the Parish Council's premises and land.

- 1.2 Carry out banking on a weekly basis, including providing a report to the Clerk, and completing the monthly bank reconciliation for premises business.
- 1.3 Manage the website and social media for the Council's buildings and grounds.
- 1.4 Build excellent relationships with regular and casual hirers of facilities by being reliable & professional and providing high quality customer services support.
- 1.5 Invoice all hirers on a monthly basis and chase up payments where necessary.
- 1.6 Provide short-term cover for the Parish Clerk in the event of annual leave / sickness.
- 1.7 Take responsibility for the Recreation and Amenities Group monthly meeting, including producing the agenda, minutes and writing reports.

2. Parish Council Buildings, Recreation Grounds and other Council owned areas

The Administrator and Assistant Parish Clerk will:

- 2.1 Under the supervision of the Clerk, manage the administration of the recreation grounds, The Pavilion, The Willow Centre and other council owned areas in accordance with the instructions of the Parish Council and the requirements of all relevant legislation.
- 2.2 Manage payments received for use of the facilities in accordance with the Council's Financial Regulations.
- 2.4 Assist the Clerk as required in organising the maintenance and repair of the Council's buildings, including annual maintenance contracts.
- 2.5 Assist the Clerk as required in organising all inspections required by legislation and good practice of the recreation grounds, children's play areas, and other Council owned areas and premises.
- 2.6 Assist the Clerk in carrying out monitoring of work undertaken by Parish Council staff to ensure that standards are being met.
- 2.7 Manage the Council's agreed marketing scheme.
- 2.8 Recommend pricing structures for bookings; monitor the charging structures of competing venues; provide management reports; recommend new strategies where appropriate.
- 2.9 Manage The Willow Centre website page.
- 2.10 Attend Parish Council meetings at least quarterly to maintain an understanding of the business.

2.11 Assist the Parish Clerk with one-off projects and events.

2.12 Undertake assistant parish clerk duties on the direction of the Clerk, to be agreed upon discussion.

3. Training

The Administrator and Assistant Parish Clerk will:

3.1 Attend training sessions as required and agreed by the Clerk to ensure knowledge is updated.

4. Health and Safety at Work

The Administrator and Assistant Parish Clerk will:

4.1 Adhere to the Council's policy on Health, Safety and Welfare.

4.2 Assist the Clerk in ensuring that health & safety requirements are fully complied with for the well-being and safety of all who visit or work in the facilities.

5. Any Other Duties

The Administrator and Assistant Parish Clerk will:

5.1 Undertake any other duties which may from time to time be allocated by the Council which may reasonably be expected to be carried out.

5.2 Be an occasional "out of hours" contact for caretaking staff.

This job description is subject to review, at least annually or whenever necessary, in consultation with the post holder.

Last updated January 2023.