



Job Title:	Assistant Clerk
Start:	Immediate
Location:	Duston Community Centre, Pendle Road, NN5 6DT
Contract Type:	Permanent
Working Pattern:	30 hours per week Flexibility towards working hours will be required as there is a requirement to attend some evening meetings; however, there is also flexibility regarding workdays and timings.
Salary:	£25,419 (Pro Rota for 30 hours per week £20,610)

About Duston Paris Council

Duston is a civil parish in West Northamptonshire and is part of the wider Northampton area. It has an electorate of just under 13,000 electors and precept (tax that Parish Council's charge on domestic properties) of approximately £530,000.

Following local government reorganisation last year Duston Parish Council now wishes to step up and deliver key services and projects which make our Parish a great place to live, work and play.

Responsibilities

This is an exciting time to join Duston Parish Council and support its work with the community. Responsibilities to support and assist the Parish Clerk with the smooth running of the parish council's administration include:

- Attendance at meetings of the Council and Committees, sub-committees and other bodies, and advises on their powers, terms of reference and the interpretation of Standing Orders and other policies.
- Draft and prepare agendas, minutes, reports and associated correspondence for Council and Committee meetings as required.
- Supports the work and role of councillors through relevant administrative processes (e.g. registration of interests) and provides appropriate advice to them.
- Implement decisions made by the Council at the direction of the Clerk.
- To provide administration support to the Parish Clerk / RFO when required (e.g., letter writing and resident enquiries).
- Maintaining the Parish Council's financial administration on a day-to-day basis.
- To undertake any training identified as part of the role and as part of continuing professional development including the successful completion of ILCA within 2 years.
- Ensure all Council policies and other documentation is correctly maintained under the direction of the Clerk and ensures these are uploaded to the website.

About you

Our ideal candidate supporting our clerking service for this friendly Parish Council will have:

- Strong organisational, inter-personal and communication skills
- A commitment to accuracy
- You must have clerical and bookkeeping experience
- Experience of communicating with members of the public
- You must understand the importance of confidentiality
- Local Government experience is desirable but not essential.

Additional benefits

- Generous holiday entitlement (24 days rising to 27 days after 5 years service) plus bank holidays (Pro rota for 30 hours a week).
- Training to support you in your role and develop your career
- Chance to direct and shape a progressive Council making an impact on the community

For an informal discussion about the role please contact the Parish Clerk, Gary Youens
clerk@duston-pc.gov.uk 01604 582626.

To download an application pack go to www.duston-pc.gov.uk/working-for-parish-council

Deadline for applications is Tuesday 19th April noon

Interviews are likely to be held week commencing 2nd May 2022