**STREET PARISH COUNCIL**

**JOB DESCRIPTION**

**ASSISTANT CLERK – COMMUNITY ENGAGEMENT**

**Reports to**: The Parish Clerk

This is a new role working with the Clerk and Deputy Clerk.

**Overall Responsibilities:**

The Assistant Clerk - Community Engagement role will support the team of officers in all aspects of the Council’s work and will focus on projects that increase community engagement.

**Main Duties:**

1. To support all aspects of the Council’s work including attending meetings, minute/note and agenda preparation, working in the evening as necessary and on occasion at the weekend.

2. To be the main point of contact for all enquiries to the Council from members of the public, local organisations and the Councillors.

3. To manage the Council’s social media and print output and ensure the Council’s messages are shared appropriately in the area.

4. To plan and support the Council’s community events and attend events held by local groups and organisations.

5. To support the implementation of specified projects as agreed by the Council.

6. To undertake any other duties required in support of the work of Street Parish Council.

**It should be noted that these roles will require working flexible hours because of the expected requirement of attending evening meetings.**

**STREET PARISH COUNCIL**

**PERSON SPECIFICATION**

**ASSISTANT CLERK – COMMUNITY ENGAGEMENT ROLE**

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|  | **Essential** | **Preferred** |
| **Educational qualifications** | Good general education  Willingness to train for recognised qualifications when required | 5 GCSEs or equivalent including English and Maths |
| **Work Experience** | Experience of working in an administrative role.  Experience of working with groups of people and within teams. | Experience of working on projects and/or events.  Experience working on committees.  Experience of local government.  Basic understanding of financial systems |
| **Skills/knowledge and aptitude** | Ability to communicate effectively verbally and in written form.  Ability to produce oral and written reports and notes of meetings.  Good IT skills including Word, Excel, Power Point and Publisher or equivalent.  Understanding the importance of confidentiality and the absolute necessity to adhere to that.  Ability to deal with the public and manage challenging circumstances. | Experience of making presentations to groups.  Experience of Office 365 and social media. |
| **Motivation** | Ability to manage own time and prioritise effectively to ensure that work is delivered within deadlines.  Enthusiastic, conscientious and positive | . |
| **Other** | Able to attend evening meetings and some weekend work and demonstrate flexibility as required. | Prepared to undertake job specific training e.g., ILCA/CiLCA |