



# Eynsford Parish Council

Eynsford Parish Council is looking for proactive individual with experience of administrative and customer facing work to make an important contribution to our community. If you are keen to make a difference in our parish we would love to hear from you.

Eynsford Parish has a population of about 1800 people. Eynsford Parish Council consists of 8 dedicated volunteer councillors who are passionate about our village and a paid Parish Clerk and Assistant Clerk (vacant).

Eynsford Parish Council's Mission Statement and Aims are set out here:

## Mission Statement

The purpose of Eynsford Parish Council is to consult, promote and enable improvements to the economic, social and environmental life of the community.

## Aims

- To help create a socially inclusive and caring community, which embraces all residents irrespective of age, gender, culture, income, race or religion, and will seek to develop mutual cooperation.
- To raise the profile of the parish council so that it communicates effectively with all groups in the parish and contributes to and leads in uniting the parish.
- To provide a democratic, representative voice for the parish and to give residents the opportunity to influence their future.
- To manage the parish council's assets and finances effectively and transparently to achieve best value.
- To manage amenities cost effectively and to a high standard in order to meet the needs and wishes of the community.
- To preserve the rural environment of the parish.

You can find out more about the parish council by visiting our website at [www.eynsfordparishcouncil.org.uk](http://www.eynsfordparishcouncil.org.uk)

## **Assistant Clerk – Eynsford Parish Council**

Salary: SCP 13-17 (starting salary £26,873 pro-rata / £13.97 per hour)

Hours of work: 12 per week including one or two evenings per month. Hours of work to be spread over 2 or 3 days and to be mainly or wholly in the Parish Office, Priory Lane, Eynsford, although some flexibility will be considered.

Annual Leave Entitlement

Contribution to Local Government Pension Scheme

Deadline 30<sup>th</sup> August 2024 at 5pm.

### **Job Description**

Eynsford Parish Council wishes to recruit an Assistant Clerk to assist the Clerk/Responsible Finance Officer (RFO) in all aspects of their duties and will include\*:

- Helping to carrying out the administration of the council
- Creating and publishing agendas for meetings and writing minutes
- Assisting with the management of the finances, budgets and statutory returns of the council
- Working with contractors carrying out work for the council
- Assisting with managing the council's assets which include: Castlefield Allotments, Castlefield Car Park, Harrow Meadow, Common Meadow and Riverside Green, plus streetlights, benches, signage, bins etc.
- Assisting members of the public, councillors, and other stakeholders with enquiries in person and via email/phone
- Helping to produce newsletters and posting/updating online and social media content
- Helping to managing parish council projects
- Assisting the Clerk to ensure that the council operates lawfully by advising the council on governance, law, standards of conduct and procedural matters.
- To act as a representative of the council.

\*a full list of responsibilities will be agreed on appointment and may change as the post develops.

On the job training will be provided by the Clerk as well as opportunities to attend online and off-site training. For the right person, there may be opportunities to progress and develop the role.

### **Skills/Experience**

Essential:

- Minimum 5 GCSEs (or equivalent) including Maths and English
- Experience of working in an office or administrative setting
- Experience of working in a public facing role with strong customer service skills
- Experience of working with Microsoft office software including Word, Excel, and Outlook (or equivalent)

- Excellent written and verbal communication skills
- Numerate and able to understand and work with finances/accounts
- Understanding of and desire to support our community
- Ability to follow instructions and also to work alone on your own initiative
- Self-motivated with strong time management skills and attention to detail
- Ability to observe confidentiality where required and up to date with GDPR legislation
- Willingness to undertake training and to work towards a CILCA (Certificate in Local Government Administration) qualification
- Available to work one or two evenings a month to support council or committee meetings (usually Mondays or Thursdays)

Desirable:

- Experience and understanding of working in local government
- Experience of working with budgets and accounts software including XERO and Excel
- Experience of working with other software including Microsoft Forms, Canva, and managing websites and social media accounts
- An IT qualification
- Experience of supporting a board or committee
- Knowledge of Eynsford and our local community
- Experience of writing letters, reports and copy for printed and online media
- Relevant qualifications
- Experience of supporting or working with a committee/board

Eynsford Parish Council is an equal opportunities employer and welcomes applications from everyone regardless of age, gender, gender identity, gender expression, ethnicity, sexual orientation, faith or disability.

You must be able to demonstrate to that you are entitled to work and reside in the UK in compliance with current legislation.

Please inform us if you have any unspent criminal convictions.

**How to apply:**

Please email your CV and a supporting letter (2 sides of A4 maximum, written in your own words) explaining why you would like this position and how your skills and experience meet the job specification, to [info@eynsfordparishcouncil.org.uk](mailto:info@eynsfordparishcouncil.org.uk) by Friday 30<sup>th</sup> August at 5pm.

If you wish to discuss the role informally, please contact the Clerk on 01322 865320 or [info@eynsfordparishcouncil.org.uk](mailto:info@eynsfordparishcouncil.org.uk)

Interviews will be held w/c 9 September. We may ask you to carry out one or more tests to assess your skills. We will require contact details of two referees including your current or most recent employer, however, they will not be contacted before any interviews.