



Chirk Town Council

Deputy Town Clerk
(trainee considered for the right candidate)

Job Description & Employee Specification

Salary:	NALC scale SCP 11-14 (£12.50 - £13.21/hour) £24,054 - £25,409 p.a. pro rata based on contracted hours. Pay scale will be determined by experience.
Hours:	Part-time position – 21 hours per week (hours subject to review) (preferably worked over 4 days – to be agreed with the appointed candidate), flexible hours to accommodate occasional evening meetings and weekend events for which “time off in lieu” can be taken.
Location:	Parish Hall, Holyhead Road, Chirk, Wrexham
Responsible to:	Town Clerk & Responsible Finance Officer (RFO)
Annual Leave:	23 days per annum (which includes 2 discretionary holidays) plus public holidays, pro rata.

Overview of the Role:

To deputise for the Clerk to the Council / RFO and act as a representative of the Council in all aspects of Council work.

The postholder will be required to provide high-level support to the Town Clerk/RFO in relation to delivering the Council priorities, ensuring the Council complies with relevant legislation, and regulations, general administrative support, preparing for meetings, financial administration, hire of facilities, management of the Council’s estate and general office functions.

To take a lead role in the Council’s website and social media presence to ensure effective and up to information is shared with the Chirk community in a timely manner.

Key Duties and Responsibilities

1. Council Meetings, Governance and Administration

- To assist the Town Clerk/RFO in ensuring that legal, statutory and other provisions governing or affecting the Town Council are assured.
- To assist in the preparation of agendas for the Town Council, its Committees and Annual Town Meeting.



- To attend designated meetings and arrange for minutes to be prepared for approval as appropriate.
- To undertake responsibility for staff management during the absence of the Town Clerk.
- To assist the Town Clerk in implementing decisions of the Council, its Committees and sub Committees.
- To undertake correspondence and research, and to produce information, data and reports, where required by the Clerk to the Council.
- To assist the Town Clerk/RFO in dealing with email correspondence and documents received at the Council office.
- To be responsible for ensuring that all arrangements are in place in connection with meetings and support with post meeting actions.
- To maintain effective paper and electronic filing systems to record the business of the Town Council in a recoverable format.
- To assist with monitoring CCTV operations and speed advisory sign.
- To assist with organising civic and community events.
- To order and ensure the adequate provision of all stationery, equipment and supplies for the office and the Parish Hall caretakers.

2. Deputising for the Town Clerk

- To support and deputise for the Town Clerk when required in the day to day running of the Council.
(In any statute, regulation or order confers any functions or imposes any duties upon a Proper Officer of the Council, the Town Clerk shall be the Proper Officer, but in the event that the Town Clerk is unavailable the Deputy Town Clerk shall be the Proper Officer and carry out those functions and duties).
- Undertake such other duties of a reasonable nature commensurate with the post as shall be directed by the Town Clerk, including assistance at the Council's civic and community events.
- To ensure staff management is undertaken in the absence of the Clerk, and support the Clerk with the day-to-day staffing requirements.

3. Financial Governance and Accountability

Under Section 151 of the Local Government Act to act as Deputy Finance Officer in the absence of the RFO undertake such Finance duties as required.

To assist the Town Clerk/RFO in relation to the following aspects of financial administration:-

- To assist in the maintenance of the accounting software ensuring that all supporting documentation is maintained to provide the required audit trail.



- To arrange for payments made to the Town Council be properly recorded and that income is banked on a regular basis.
- To assist in ensuring that the accountancy system is effectively administered.
- To assist with the administration of the purchase ledger and payments system, sales ledger and cashbook and ensure that bank reconciliations are completed on a monthly basis.
- To administer the Payroll, set up payments on to the bank, claims and expenses, petty cash etc. in conjunction with the Clerk.

3. Information Management and Information Technology

- To ensure that all files and records are maintained in an effective manner and that the Town Council's policy on retention of documents is fully complied with.
- To assist in ensuring that effective and efficient arrangements are in place to deal with the security of information and data.

4. Facilities Management

- To administer the booking / hiring system for use of Council facilities.
- To assist the Town Clerk/RFO duties linked to the management of its land and property.
- To ensure that the Town Council's obligations for Risk Assessments, Health & Safety, Asset Inventory, and GDPR are properly met.

5. Communications & Community Engagement

- To deal with incoming enquiries (telephone, email or in person), ensuring an efficient response.
- To deal with social media enquiries and update Facebook and the Council's website when appropriate in line with the Council's policies.
- To ensure all social media and website publications meet accessibility standards.
- To assist the Town Clerk/RFO in relation to the preparation of press releases, town newsletters and other publicity documentation.
- To assist the Town Clerk/RFO in marketing campaigns as required by the Town Council involving new innovative ways of communicating key messages to stakeholders.
- To assist with the implementation of all events (including civic events and community engagement initiatives).
- To ensure that the Council is accessible, responsive and engaged with the community in the delivery of its duties.
- To assist with the organisation of the Town Council's events (to include Armistice Day, Remembrance Sunday, Christmas Light Switch On, Chirk Carnival and other events).



6. Cemetery

- To support the Registrar with the Cemetery records.
- Dealing with Funeral Directors and Stone Masons.

7. Health and Safety

- To take care of your own health and safety and ensure through training and guidance that you are aware of your responsibilities in relation to the role you perform.

8. Personal Development

- To attend relevant training courses to enable you to have the knowledge and skills to ensure the efficient management of the Town Council's affairs.
- The Council would like to support the candidate to complete ILCA (Introduction to Local Council Administration) qualification.

8. Other

- To undertake other duties from time to time which are commensurate with the level and grading of the post including cover for certain duties of the Town Clerk/RFO in his/her absence to ensure the efficient operation of the Council.



EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable	Method of Assessment
<p>Qualifications and Education</p> <ul style="list-style-type: none"> • Good general education • Work experience at a level appropriate to the duties of the post • Introduction to Local Council Administration (ILCA) • Certificate in Local Council Administration (CiLCA) 	<p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Provision of Certificates</p> <p>Interview</p>
<p>Administration and Financial Management</p> <ul style="list-style-type: none"> • At least 3 years experience of administration and finance work • Ability to prepare agendas and take accurate minutes • Previous experience of working in local government or a public sector organisation 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Interview</p> <p>Application Form</p>
<p>The Local Council Environment</p> <ul style="list-style-type: none"> • Understanding of the issues facing community and town councils and the environment in which they operate • Commitment to public service • Understanding of local council procedures and law • Knowledge of the Wrexham & Chirk area 	<p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Excellent interpersonal and oral communication skills • Excellent written communication skills including a good standard of literacy and numeracy • IT skills enabling use of internet, e-mail, word processing, financial databases, spreadsheets and website/ social media administration • Ability to be proactive, organise and prioritise own workload with limited supervision 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Interview</p> <p>Application Form</p>



<ul style="list-style-type: none"> • Ability to work to deadlines involving changing problems, circumstances or demand • Line management or supervision experience • Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation • Awareness of health and safety legislation and its application within an organisation • Ability to work efficiently through the medium of Welsh 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p>
<p>Personal Styles and Behaviours</p> <ul style="list-style-type: none"> • Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders • Self-reliant and self-motivated • A positive mindset • Ability to keep calm under pressure • Flexible, pro-active and “hands on” approach to tasks • Trustworthy with confidential information • Community focussed • Commitment to the delivery of quality services. • Advocate of equality, diversity and respect in the workplace 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<p>Other</p> <ul style="list-style-type: none"> • Must have access and use of own transport, hold a full valid UK driving licence and valid insurance 	<p>Essential</p>	<p>Application Form</p>