



Hughenden Parish Council is seeking committed applicants to join this ambitious team, working at the heart of the Parish Council, and having specific responsibility for the delivery of parishioner facing services as well as providing support for the Clerk.

You will be working within a passionate, positive, and flexible environment with a re-energised team. The Council currently consists of 10 committed Councillors with varied knowledge and experience, all working towards the goal of making Hughenden Parish an improved environment for all residents.

The Parish is facing considerable challenges regarding infrastructure pressures and management of the environment. These will provide opportunities for the Parish Council to improve its open spaces, amenities, and services to the community.

We are seeking to appoint a Deputy Clerk / Parish Custodian who can be proactive, innovative, and inclusive in decision making.

The postholder will ideally have previous experience of local government. The Council is committed to training and will develop a training program to support the successful candidate. Additional support will be provided for the postholder to undertake a Certificate in Local Council Administration (ILCA) within 18 months of commencing employment with the Council.

For a full recruitment pack, application form, or an informal chat please call Alice Fisher, 01494 715296 or e-mail clerk@hughenden-pc.gov.uk or visit our website www.hughendenpc.gov.uk

Post Title: Deputy Clerk / Parish Custodian

Location: Hybrid Role between Hughenden Parish Council Office & Hughenden Parish

Responsible to: Clerk

Hours: Permanent- Part Time, 30 hours per week to be worked flexibly by agreement

Salary: SCP 19 (£14.48 per hour) to SCP 21 (£15.02 per hour) depending on experience, pro rata

JOB PURPOSE

To assist the Clerk to the Council in the execution of all Council business and to meet the Parish Council's statutory requirements. To deputise for the Clerk during her absence.



REQUIRED SKILLS

- Good general standard of education and numeracy
- Knowledge of Local Government procedure or willingness to learn.
- A good standard of IT literacy (knowledge of Microsoft 365 Suite and Xero Accounting would be advantageous)
- Ability to communicate with other staff, Councillors, and the public.
- Ability to be self-motivated and work with minimum supervision.
- To have a flexible approach to hours of work and day to day duties and responsibilities
- Be mobile and willing to travel around the Parish.

Main tasks and responsibilities in support of The Clerk:

- To assist Clerk to ensure Council's asset register is updated regularly.
- To assist the Clerk in preparing agendas, reports, and associated documents to support Committee Meetings and produce accurate draft minutes.
- To Clerk the Environment & Services Committee
- To deputise for the Clerk at other Council meetings, when required
- To take appropriate actions to implement Council resolutions.
- To assist the Burials and Allotments Administrator as needed.
- To handle effectively queries from the public.
- To demonstrate a willingness to undertake ILCA and other training courses as appropriate.
- To deal with assigned incoming mail and maintain appropriate records.
- To liaise with voluntary groups, other local Councils, SGC and government departments/agencies as appropriate
- To undertake any other reasonable tasks as directed by the Clerk to the Council or the Parish Council.
- Updating all council noticeboards as required.

Shared tasks and responsibilities as Parish Custodian:

- Support contracted consultants to design, develop and manage the delivery of site management plans for the approximately twenty plots of the Parish-owned land in the area.
- To deliver effective community engagement so that resident aspirations and the Council's vision and policies are embedded in site management plans. Encourage wider participation in greenspace and community projects, including working with volunteers.
- To support the Clerk by engaging with third party contractors providing the maintenance and servicing of Parish Council land and assets.
- To provide day-to-day monitoring of recreation and sports grounds, greenspaces and allotments, including grounds maintenance monitoring, carrying out minor works under the direction of the Clerk, and providing advice and support.
- To support the Clerk to ensure the completion of annual/periodic maintenance inspections and condition surveys for all Parish assets.
- To work occasional evenings and weekends, including attending Council meetings. The coordination, response, and delivery to out of hours estates issues.



- To work in collaboration with community and sports groups, community facility users and allotment tenants to deliver high-quality support.
- Ensure policy and procedures are followed and relevant training is undertaken. Ensure that information is shared with the Clerk.
- To write and present reports to the Council, its committees and other organisations as required, including reports such as a biodiversity audit and action plan, a parish map, and a community engagement plan.
- To monitor facilities, vehicles, plant, and equipment to ensure safe working practices and compliance with health and safety regulations, regular maintenance and to maintain the correct reporting/maintenance systems.
- Any other tasks that may be reasonably required in pursuit of Council objectives.

This job description sets out the main duties of the job as of May 2023. Such duties may vary from time to time without changing the general character of the post or the level of responsibilities entailed.