



Easington Village Parish
Council
Parish Clerk

Candidate Information Pack

I am delighted that you are interested in applying for the post of Parish Clerk at Easington Village Parish Council. This pack contains all of the information that you will need to support you in making an application.

We are looking for an excellent leader, manager and administrator who can help Members develop their vision for the future, turn words into action and ensure the delivery of high quality services to the people of Easington Village.

The closing date for applications is 24 February 2023 and it is likely that shortlisting will take place week commencing 27 February 2023.

Durham County Council is managing the recruitment process for us, and an application form can be obtained from hradvice@durham.gov.uk Applications can be submitted via email.

For further information about the work of the Town Council please go to our website www.easingtonvillage.parish.durham.gov.uk . I do hope that you decide to apply for this exciting opportunity.

Yours sincerely

Councilor Len Morton

Terms and conditions

In accordance with the terms and conditions established by the National Joint Council for Local Government Employees (commonly known as the Green Book) and adopted by the National Association of Local Councils and as supplemented by local collective agreements.

1. Salary

The full time salary will be at LC2 (24-28) £31,099 - £34,724 FTE 37 hours (pro-rata per annum) as recommended by the National Association of Local Councils and the Society of Local Council Clerks based upon the size of population, budget and level of services of the Council.

2. Place of work

Seaton Holme, Easington Village.

3. Hours of work

The role of the Parish Clerk is currently required for up to 35 hours per week. The nature of the post is such that the timing of the actual working hours will depend upon the requirements of the job, but there is room for some flexibility, with attendance at all Council meetings, which are usually held once a month, being essential.

4. Holidays

26 days, rising to 31 days after 5 years continuous local government service, plus 8 public holidays.

Please note the council closes down between Christmas and New Year and employees must use annual leave (usually 2.5 days) to cover this period.

5. Notice period

The length of notice which you are obliged to give the Council to terminate your employment is laid out in your contract depending on length of service.

6. Pension

Employees of the council are entitled to join the Local Government Pension Scheme as operated by Durham County Council.

7. Probation period

The successful applicant will be subject to a six month probationary period, which will involve regular discussions on progress.



Easington Parish Council

Parish Clerk Job Description

Post title:	Parish Clerk
Grade:	LC2 (24-28) £31,099 - £34,724 FTE 37 hours (pro-rata per annum)
Location:	Seaton Holme, Easington Village

Description of role:	
<p>The Clerk will be the Proper Officer of the Council and, as such, is under a statutory duty to carry out all the functions and to serve or issue all the notifications required by law of a Local Authority's Proper Officer.</p> <p>The Parish Clerk will have full responsibility for ensuring that the instructions of the Council are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of its activities and to produce all information required for making effective decisions. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and will be responsible for the management and administration of the Council's finances.</p>	

Duties and responsibilities specific to this post:	
Strategic	<ul style="list-style-type: none"> • To assist the Council to develop and implement strategic vision for the Parish, to define its strategic objectives and to develop appropriate performance management arrangements to monitor their achievement. • To review annually the achievement and objectives with the Council, and work with the Chairman of the appropriate sub committees to develop action plans for delivering short and medium-term objectives. • To monitor the implemented policies of the Council to ensure their effectiveness and propose modifications as appropriate. • To ensure an effective organisational structure is developed and implemented to meet the needs of the Parish council whilst balancing the need for financial efficiencies.
Statutory	<ul style="list-style-type: none"> • To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed. • To advise the Council in relation to its legal obligations, including those as an employer and in relation to Health and Safety. • To alert Members of the Council to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to Members on such matters as required.

<p>Financial</p>	<ul style="list-style-type: none"> • To act as the Councils responsible Financial Officer to ensure that the Council are carrying out their statutory duties. • To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. • To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received. • To ensure financial efficiencies are developed, reviewed and amended to ensure value for money. • To ensure that the Council manages its assets appropriately including regularly reviewing insurance provision and risk assessments.
<p>Administrative</p>	<ul style="list-style-type: none"> • To ensure that the Councils standing orders, financial regulations and delegation scheme are regularly reviewed and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented. • To ensure the efficient running of the Council premises, reviewing and monitoring systems, processes, and procedures and updating where appropriate, making best use of appropriate information technology. • To prepare agendas for meetings of the Council, to attend such meetings and prepare minutes for approval. • To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or known policy of, the Council. • To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields. • To draw up both on his/her own initiative and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action. • To prepare and publish all communications via the website, social media and press releases about the activities of, or decisions of, the Council where appropriate.
<p>Personnel Management</p>	<ul style="list-style-type: none"> • To supervise and manage any other members of staff in keeping with the policies of the council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff including performance management. • To ensure the effective delegation and allocation of responsibilities and activities to members of staff. • To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in light of annual appraisals and/or personal development plans.
<p>Other</p>	<ul style="list-style-type: none"> • To act as a representative of the Council as required including attending meetings with key stakeholders and positively promoting the Council within the local community to ensure its continued presence in local affairs. • To actively pursue any opportunities for inward investment and grant-aid which may match the Council's priorities. • To process and respond to freedom of information (FOI) requests in a professional manner ensuring council approval where appropriate before information is released.

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| | <ul style="list-style-type: none">• To attend training courses on the work and role of the Clerk as required by the Council.• To manage the Council's facilities and services and provide advice and reports where necessary, including the cemetery, allotments and Seaton Holme.• To attend the Conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required by it.• To undertake specific projects from time to time at the request of the Council.• To act as the first point of contact in cases of emergency.• To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post. |
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The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility of the post as directed by Members.

Person Specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Five GCSEs grades A-C or equivalent including English and Mathematics. • Evidence of a commitment to continuing professional development. 	<ul style="list-style-type: none"> • A recognised qualification in local council administration, i.e. CiLCA or equivalent. • Educated to degree or HND level or equivalent in a relevant subject area.
Experience	<ul style="list-style-type: none"> • Experience of accounts and budget management. • Experience of working in a financial setting. • Sound administrative experience including implementing new administration procedures. • Experience of supervising staff and performance management. • Experience of dealing with members of the public. 	<ul style="list-style-type: none"> • Knowledge of local government law, procedures and finances. • Experience of health and safety. • Experience of working with and advising in the public sector.
Skills/Knowledge	<ul style="list-style-type: none"> • Able to produce reports on financial and other subjects, coherently, objectively and analytically. • Understanding of the operating environment of a Parish Council. • Good presentation skills. • Experience of servicing meetings and offering advice as appropriate to Council requirements. • Strong communication skills. • Ability to act impartially. • Able to maintain good relationships with Councillors, staff, members of the public and external agencies. • Self-reliant and self-motivated. • Ambition to undertake further training to move the Council forward. 	<ul style="list-style-type: none"> • Evidence of working with local communities • Driving licence and/or a means of mobility support.
Management	<ul style="list-style-type: none"> • Evidence of forward planning to achieve long-term objectives. • Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. • Evidence of experience in successful partnership working. • Evidence of good negotiating skills. • Ability to problem solve. 	<ul style="list-style-type: none"> • Experience of dealing with the media. • Able to make judgements about difficult situations and make appropriate recommendations.

Personal Qualities	<ul style="list-style-type: none">• Ability to work under pressure;• Ability to multitask;• Professional approach to work;• Ability to prioritise and work to tight deadlines;• Strategic thinker;• Well organised and self-motivated;• Resilient with strong self-awareness.	
Other qualities	<ul style="list-style-type: none">• Requirement to attend evening meetings;	