

HARTLEY PARISH COUNCIL

VACANCY FOR CLERK'S ASSISTANT

Job Title:	Clerk's Assistant
Reporting to:	Parish Clerk
Working Hours:	16 hours per week, to be worked over two days per week (exact days to be agreed)
Contract Type:	3 Month Fixed – Term Contract, with opportunity to become permanent
Salary Grade:	Local Government Grade LC1 (Points 13-17) (£12.97 ph rising to £13.95 ph)
Location:	The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

Overall Responsibilities:

The Clerk's Assistant will provide administrative support to the Parish Clerk, to ensure the efficient management of the council's resources.

The Clerk's Assistant will use their own initiative to carry out the specific responsibilities below, with minimal supervision.

Specific responsibilities:

- To act as the first point of contact in the Parish Office, prioritising all emails, telephone calls and post received and identifying which officer is most suited to handling the enquiry.
- To draft correspondence on behalf of the Parish Council, as directed by the Parish Clerk.
- To provide general administrative support as deemed necessary and any other duties that the Parish Clerk may delegate to undertake on their behalf.
- To support the Assistant Clerk with ensuring the effective management of the Council in the absence of the Parish Clerk.
- To attend training courses or seminars, as required by the Council.
- To acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

Skills and Qualifications

- High standard of oral and written communication skills
- Excellent time management skills
- Excellent organisational skills and attention to detail
- Interpersonal skills
- Ability to work well in a team
- Previous administrative experience preferred
- Computer literate and proficient in the use of Microsoft Office software (particularly Word and Excel)
- Capable of working independently, using own initiative
- Previous experience in local government at any level would be helpful, but is by no means essential.

Candidates should apply in writing with their CV to the Chairman of the Council, c/o The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL or by email to enquiries@hartleyparishcouncil.gov.uk by no later than **Friday 1st December 2023**.

For further information please contact the Parish Office on 01474 709441.