**Committee and Administration Clerk**

# Job Summary

Windlesham Parish Council is seeking to recruit an enthusiastic and committed individual to join a small team supporting the newly formed Parish Council Committees.

The post holder will produce excellent agendas and minutes under the guidance and direction of the Parish Clerk. Minuting all council meetings, working groups and other meetings as required, the post holder will attend both daytime and evening meetings. They will produce, distribute, and upload the approved agendas and minutes to the council’s website and other social media, to ensure transparency and legislative compliance.

In addition, they will work as part of the team, providing a fully flexible support service to the Parish Clerk, and elected members.

The Committee and Administration Clerk will have frequent contact with Windlesham Parish Council councillors, members of the public, community organisations and other council service users and will receive training in local council administration.

# Duties of the post

# Committee services

* 1. To collate items for council and other meeting agendas
	2. To produce, under the guidance and direction of the Parish Clerk, the agendas for council meetings, working groups and other meetings
	3. To submit the Committees responses to planning applications.
	4. To attend daytime and evening meetings as required,to take and produce typed minutes, to distribute and upload to the council’s website and social media feeds
	5. To book meeting rooms and to ensure they are correctly set up
	6. To liaise with councillors, members of the public and other attendees, regarding meeting details, such as date or venue changes, and to ensure any revisions are updated on social media and the website
	7. To update attendance records and the meetings calendar on the council’s website
	8. To file and maintain the council’s agenda and minutes
	9. Use social media to promote committee meetings and relevant committee information as required.

# Administration

* 1. To work as part of the team, providing a fully flexible support service to the Parish Clerk, officers, and elected members, to include, for example, answering the telephone, filing, correspondence. Ensuring administrative and legal procedures are followed
	2. To work as part of the team in the delivery of council events

# Other duties

* 1. Act as an ambassador for WPC at all times
	2. Any other reasonable duties required by your line manager

# Training

The postholder will be expected to undertake the following training, which will be provided by Windlesham Parish Council:

* 1. Training on council procedures
	2. Introduction to Local Council Administration
	3. Any other training appropriate to the role

# Person Specification, Qualifications, and experience

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|  | Essential  | Desirable |
| Relevant Qualifications | * A high standard of education – minimum five GCSE’s or equivalent, including Maths and English.
 | * Knowledge and understanding of local council administration, including the decision-making process and powers available.
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| Relevant experience, skills and knowledge | * Strong IT and computer skills, including MS Office, 365 and MS Teams, or similar virtual working environment
 | * Previous local government experience or experience of governance arrangements such as agenda preparation and minute taking.
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| Communication and interpersonal skills | * The ability to establish and maintain good relationships with Councillors, colleagues and members of the public.
* Comfortable engaging at a senior level
* Ability to communicate clearly and present clear, concise written reports.
* Ability to prioritise work, set targets and organise work in an efficient manner in the light of competing and changing priorities and organisational challenges.
* Ability to work to deadlines especially with competing demands.
* Ability to communicate using online resources such as websites and social media.
* An enquiring mind with proven abilities in problem solving, multitasking and teamwork
* Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.
* Commitment to excellent customer service.
* Ability to set up and maintain manual and electronic filing systems.
* Ability to work as part of a team and on own initiative.
 | * Practical experience of working in a busy office environment.
* Diary management and appointment booking using manual and computerised systems.
* Experience of minute taking and accurate recording of meetings.
* Ability to anticipate problems and present solutions with a positive attitude
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# Additional Information

* 1. 15 hours per week, including a minimum of 3 evening meetings per month.
	2. Salary on the Local Government Pay Scale SCP13 – 17: £22,627 - £24,491 pro rata.